

# MARIS

## How to Update Your MARIS Profiles

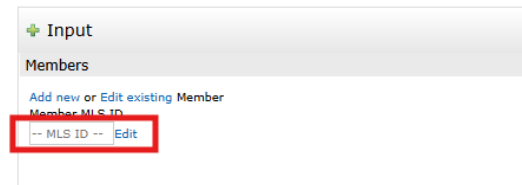
First you will want to open matrix. From there hover over the input tab.



Next you will select 'Roster Manager' .



From there you will put in your MLS ID and select modify.

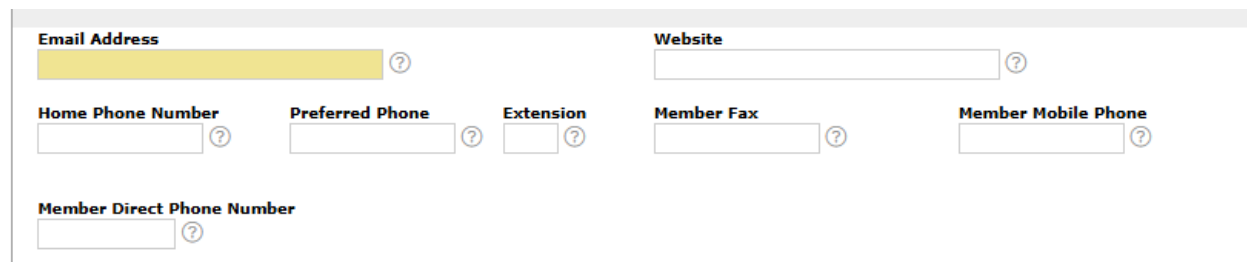


Next, you will select Agent – Agent form.



From there you will be able to change your email and phone number.

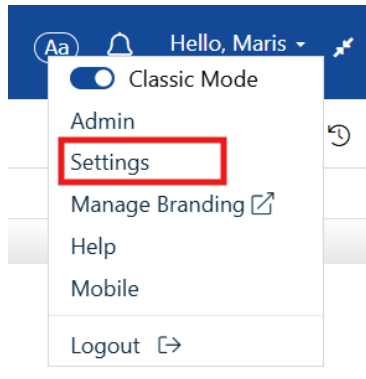
To change the phone number, you will need to do a little more than just input the number. You will go down to the primary section and change the contact type to additional. Next you will want to change the additional contact phone type. Lastly, you will be able to input the correct phone number.

A screenshot of a contact information form. The form has several input fields with question marks next to them. The fields are: 'Email Address' (highlighted in yellow), 'Website', 'Home Phone Number', 'Preferred Phone', 'Extension', 'Member Fax', 'Member Mobile Phone', and 'Member Direct Phone Number'. The background is light gray.

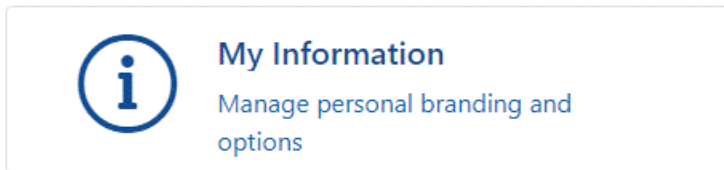
From there, you will click submit an agent and it will update the system for you.

Just a reminder, this will flow over to the rest of the system unless you have it set to override.

If you want to update the photo that gets sent out through OneHome, auto emails, etc. then, you will need to go through “Hello, \_\_\_\_\_” then click settings.



Next, click my information.



From here you will look in each of the tabs for the section you want to update.

Lastly, changing your phone number or email in Matrix will not change it at the association level. If that is something that you would like to do, then you would need to reach out to your association directly.

If you have any questions, please call tech support at 314-984-9111 and dial 1.

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