

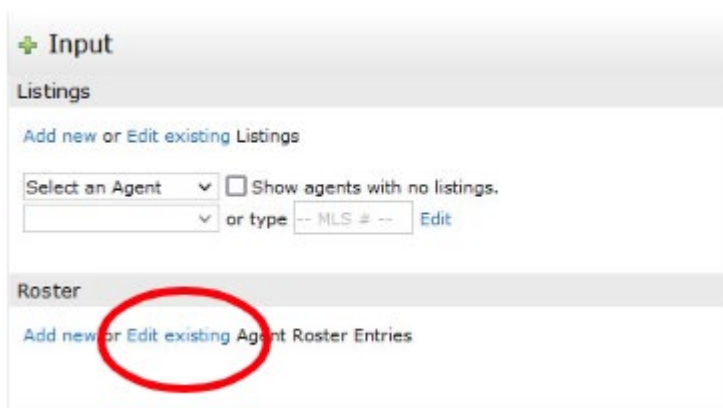
MARIS

How to Update Your MARIS Profiles

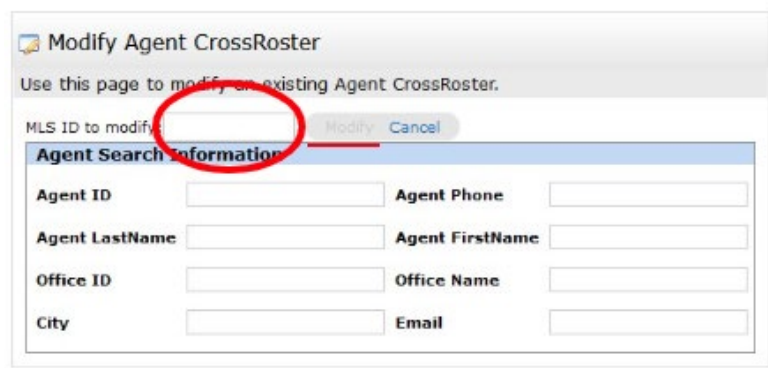
First you will want to open matrix. From there click the input tab.



Next you will select edit existing.



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.

Email Address <input type="text" value=""/>		Website <input type="text" value="www.marisnet.com"/>	
Home Phone Area Code <input type="text" value=""/>		Home Phone Number <input type="text" value=""/>	Phone Extension <input type="text" value=""/>
Preferred Fax Type Office <input type="text"/>	Personal Fax Area Code <input type="text" value=""/>	Personal Fax Phone Number <input type="text" value=""/>	
Primary	Contact Phone Type Office <input type="text"/>	Additional Contact Phone Type <input type="text"/>	Additional Contact Phone Number <input type="text"/>
Secondary	Contact Phone Type <input type="text"/>	Additional Contact Phone Type <input type="text"/>	Additional Contact Phone Number <input type="text"/>
Other	Contact Phone Type <input type="text"/>	Additional Contact Phone Type <input type="text"/>	Additional Contact Phone Number <input type="text"/>

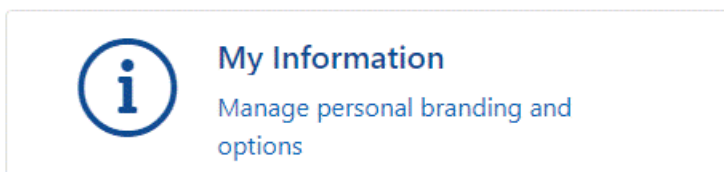
From there, you will click submit an agent and it will update the system for you.

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.



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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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