**MARIS** How to Update Your MARIS Profiles

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

Matrix<sup>™</sup> <u>My Matrix</u> | SEARCH | ROSTER | STATS | FINANCE | INPUT | FALIST TAX | MARKET REPORTS | LINKS

Next you will select edit existing.

istings					
Add new or Edit e	xisting	Listing	ae		
Select an Agent	× [	]Show	w agents with	n no listings.	
	~ c	r type	MLS #	Edit	
Select an Agent	~ L	J Show	w agents with	Edit	
-	_				

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

e this page to modify on ex	isting Agent CrossRoster.	
ILS ID to modify	Hodity Cancel	
Agent Search Information	/	
Agent ID	Agent Phone	
Agent LastName	Agent FirstName	
Office ID	Office Name	

Next, you will select Agent - Agent form.

Modify Age	ent	
Selectron		
Agent - Agent For	m	
Other Options	/	
Manage Photos		

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		Website				
		?	www.mari	snet.com	?	
	Home Phone Area Code		Home Phone Number Phone Ex		Phone Extension	?
Preferred Fax Type	Personal Fax Area	Code	Personal Fa	ax Phone Number		
Primary	Contact Phone Type	Additional Contact Phone	Туре	Additional Contact Phone I	Number	
Secondary	Contact Phone Type	Additional Contact Phone	Туре	Additional Contact Phone I	Number	
Other	Contact Phone Type	Additional Contact Phone	Туре	Additional Contact Phone I	Number ?	

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.

MARIS



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.

## MARIS