

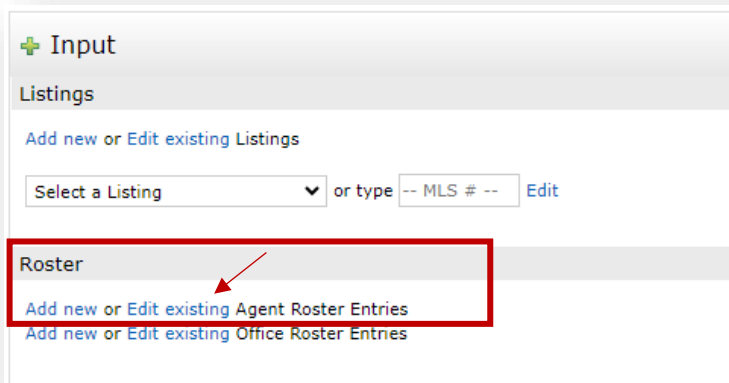
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Profile Updates- Email, Phone Number, and Websites

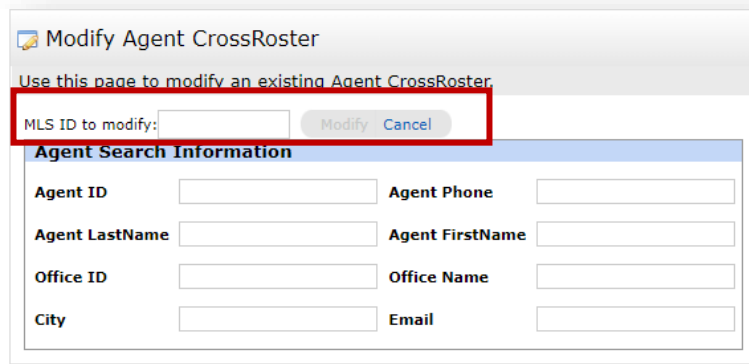
1. In Matrix, click the blue 'Input' tab across the top of the screen.



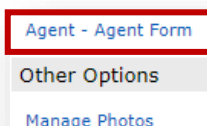
2. Then click the 'Edit Existing' link under the Roster section (located just below the Listing section).



3. The next screen will allow you to enter the Agent Id you want to modify and click the Modify button (agents may also use the search options if needed).



4. The next screen will give you a blue link that says 'Agent Form' – simply click on the link to access the screen with the agent information that can be modified.



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5. Change all necessary information including phone numbers, email address, and website.

The screenshot displays a web form for updating an agent's profile. The form is organized into several sections:

- Email Address:** A text input field with a yellow highlight and a help icon.
- Website:** A text input field with a help icon.
- Home Phone:** Fields for Home Phone Area Code, Home Phone Number, and Phone Extension, each with a help icon.
- Fax Information:** Fields for Preferred Fax Type (a dropdown menu with 'Office' selected), Personal Fax Area Code, and Personal Fax Phone Number, each with a help icon.
- Contact Phone Section:** A table-like structure with three rows: Primary, Secondary, and Other. Each row has columns for Contact Phone Type (dropdown), Additional Contact Phone Type (dropdown), and Additional Contact Phone Number (text input). The Primary row has 'Additional' selected for Contact Phone Type, 'Cellular' for Additional Contact Phone Type, and '314-555-5555' for the number. The Secondary and Other rows have 'Office' selected for Contact Phone Type and empty fields for the others.
- Buttons:** At the bottom, there are three buttons: 'Validate' (with a green checkmark icon), 'Cancel Input' (with a red X icon), and 'Submit Agent' (with a green checkmark icon).

- a. Tip: The Contact Phone Type “Office” will pull the phone number from the Office Roster. If you prefer to have a phone number other than the office phone as your primary, select ‘Additional’ as the Contact Phone Type. You must also select an Additional Contact Phone Type such as ‘Cellular’. You can then type in the phone number in the provided field.

6. Be sure to click Submit Agent.