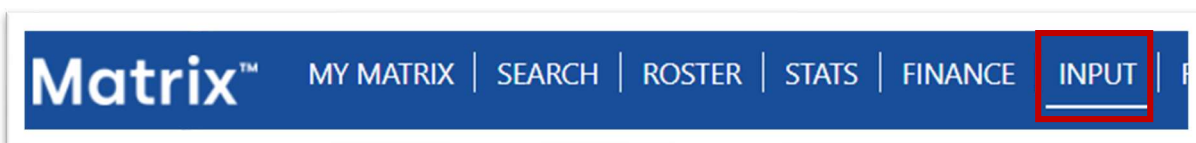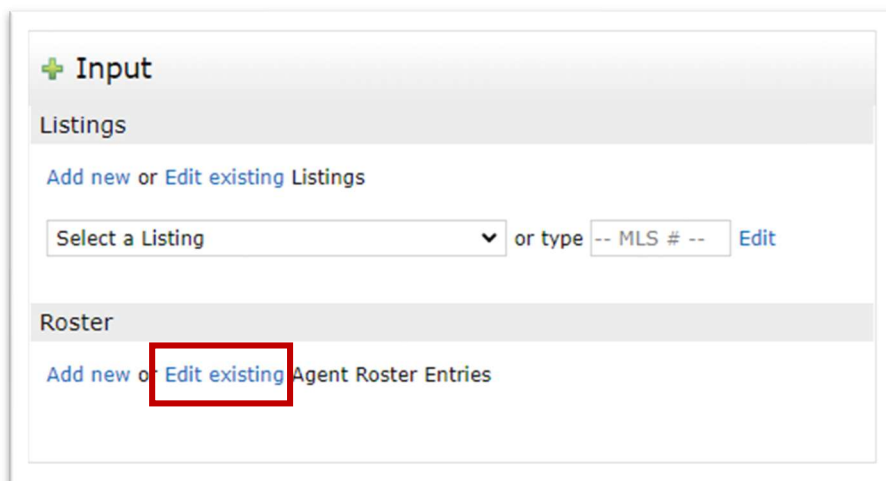# MARIS

Agent Photo Updates

There are 2 places where you can update your photo. The first way to change your profile photo is under the input tab. Changing or adding a photo here will change your photo in Matrix and in MLS-Touch. You are also able to change or add a photo through the "My information" section of matrix. This will update the photos in OneHome, auto emails, reports and CMAs.

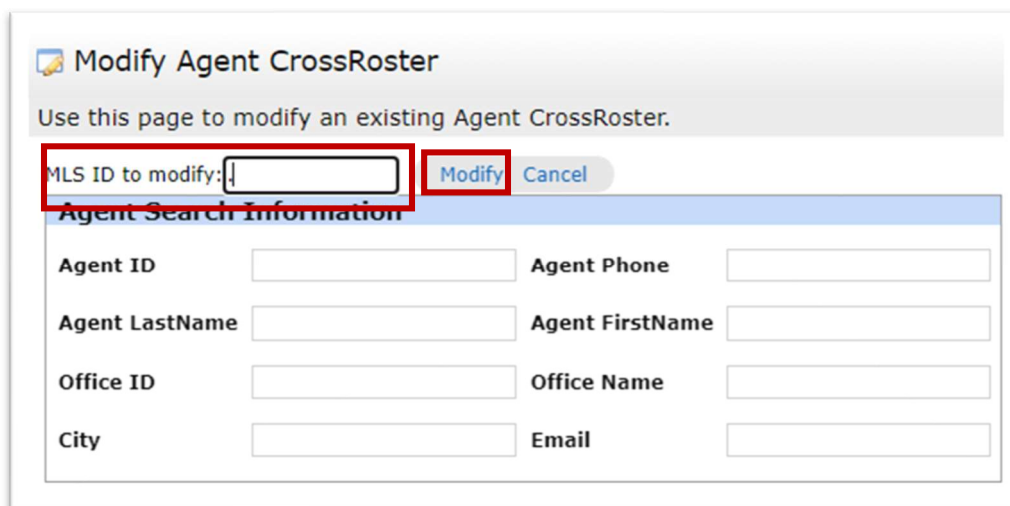**How to change your photos in input (*Matrix and MLS-Touch*)**
First you will want to open matrix. From there click the input tab.

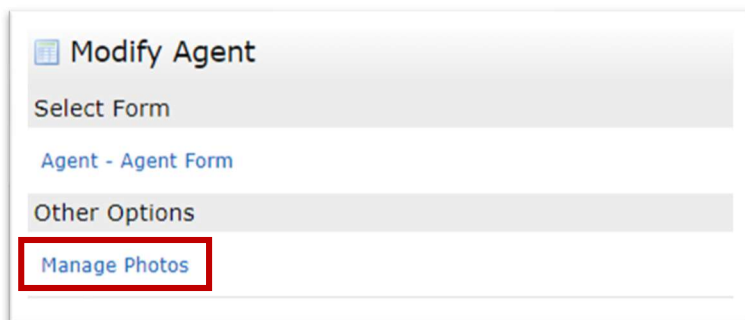

Next you will select edit existing.

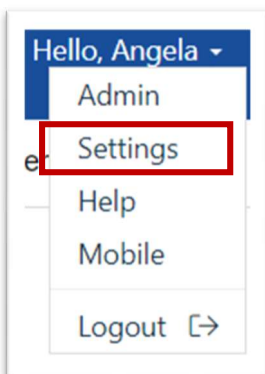From there you will put in your MLS ID and select modify
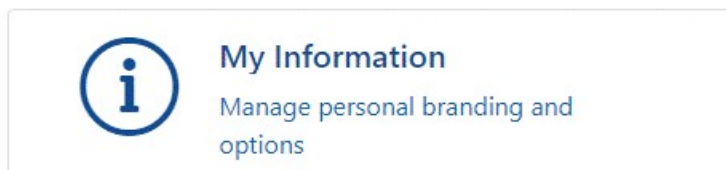
MARIS

Next, you will select manage photos.

From there you will be able to upload a new photo for your profile

How to change your photos in My Information (*OneHome, auto emails, reports and CMAs*)
If you want to update the photo that gets sent out through OneHome, auto emails, reports and CMAs. then, you will need to go through My Information. To get there, navigate to "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.
For changes in your photos in your header and footer that are on your reports and CMAs select "Header & Footer." If you have a photo in your email signature that you would like to change, select "Email Signature." Lastly if you would like to update your photo in Onehome, select "OneHome."