

Flexmls Tip!

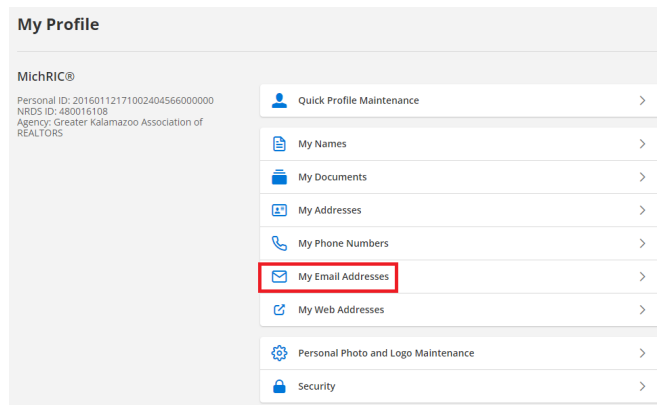
How to Update Your Contact Information in Flexmls

Created February 2024

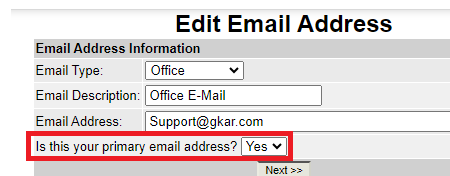
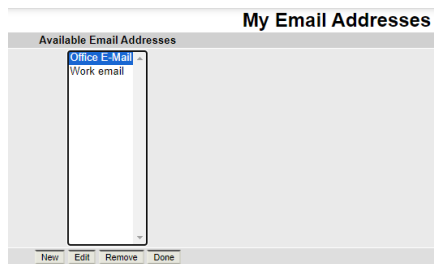
Flexmls gives you the option to update your contact information. This information may range from phone number, to email address, to website, to even a personal logo or photo.

1. Log into **Flexmls**
2. Open the **Menu** and select **My Profile**
3. Select the contact information you would like to update

Example. When updating an email address, select **My Email Addresses**.



Add a new email by selecting **New** or update your current email by selecting **Edit**. If you would like the email address to appear on the listing detail report, select **Yes** on **Is this your primary email address?** .



4. Continue to update contact fields as necessary