

Flexmls Tip!

How to Update Your Contact Information in Flexmls

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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**.

My Profile		
MichRIC®		
Personal ID: 20160112171002404566000000 NRDS ID: 480016108	L Quick Profile Maintenance	>
Agency: Greater Kalamazoo Association of REALTORS	My Names	>
	My Documents	>
	💵 My Addresses	>
	📞 My Phone Numbers	>
	My Email Addresses	>
	My Web Addresses	>
	Personal Photo and Logo Maintenance	>
	Security	>

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?**.

	My Email Addresses	
Available Email Addresses		
Office E-Mail Work email		
		Edit Email Address
		Email Address Information
		Email Type: Office 🗸
		Email Description: Office E-Mail
		Email Address: Support@gkar.com
		Is this your primary email address? Yes 🗸
New Edit Remove Done		Next >>

4. Continue to update contact fields as necessary