

Flexmls Tip!

How to Update Your MLS Marketing Name

Created May 2024

Marketing names may be added to the MLS. The marketing name may be selected as your default listing name for other agents and the public to see on MLS reports.

1. Log into **Flexmls**
2. Open the **Menu** and select **My Profile**
3. Select **My Names**
4. Enter the desired name in **Marketing name**
5. Select the display options of your choosing
6. Select **Next**

My Names

General Information

First name: Sam Middle name: Last name: Bartlett

Marketing Information

Marketing name: Sam Bartlett - Director of MLS

Designations

Available: ABR (ABR), ABRM (ABRM), AHWD (AHWD), ALC (ALC), BPOR (BPOR)

Selected: (Empty)

Buttons: Add, Move Up, Move Down, Remove

Display Options

Default Listing Name: System Name (dropdown) Include Designations:

Default Footer Name: System Name (dropdown) Include Designations:

Default Public View Name: Marketing Name (dropdown) Include Designations:

Default Private View Name: System Name (dropdown) Include Designations:

Next