

Flexmls Tip!

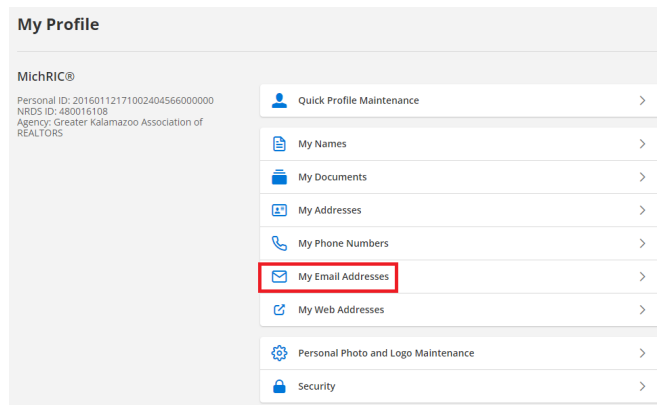
How to Update Your Contact Information in Flexmls

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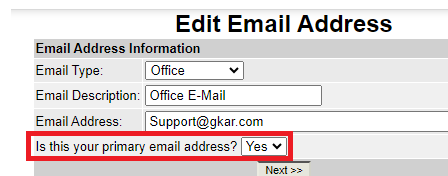
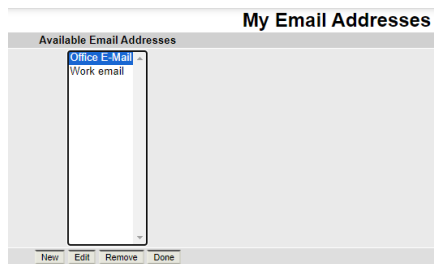
Flexmls gives you the option to update your contact information. This information may range from phone number, to email address, to website, to even a personal logo or photo.

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**.



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