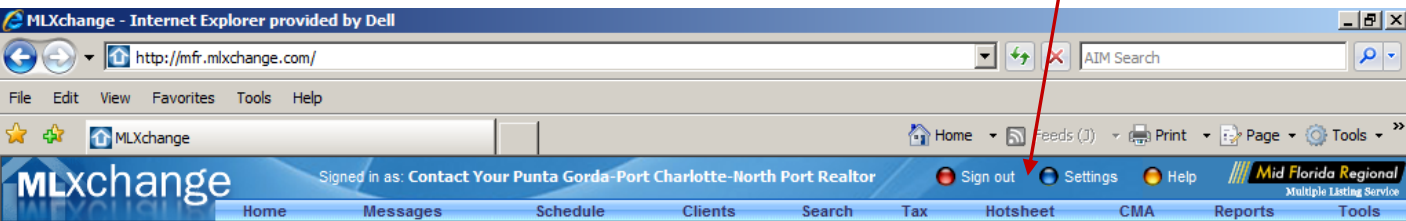


Updating your Contact Information in MLXchange

If you change offices or contact information you will need to update your Contact information in MLXchange.

Follow the following steps:

1. Once you are logged into MLXchange; Click on Settings:



Settings

Personalize

- **Contact Information:** Modify your contact information (email addresses, phone numbers, etc.)
- **Website Management:** Manage your website.
- **E-mailed Reports:** Setup how you want your clients to view reports, within the Agent Web Page or not
- **E-mail Templates:** Add, edit, or delete e-mail templates.
- **Personal Defaults:** Edit the defaults for each search type
- **Upload Agent Photo:** Upload agent photo for use in Custom Reports
- **Personalize Home Page Resource Link:** Edit the Resource links that appear on your Home page
- **Change Password:** Change your login password
- **Edit Favorites:** Change your Favorite Report selections
- **E-mail Disclaimer:** Edit the disclaimer text that appears at the bottom of all e-mail sent from MLXchange in this office
- **Change Secret Question:** Change your secret question and answer

On the Setting Screen;
Click on Personalize
Click on Contact Information

Update your E-mail Signature here. Which includes:

- Your Name
- Your Company
- Your Address
- Your Phone Numbers
- Your E-mail.

A screenshot of the 'Settings > My Profile' page in the MLXchange system. The page contains several input fields for contact information: 'MLXchange e-mail address' (filled with 'MARY.GITZEN'), 'Primary e-mail address' (filled with 'yourealtorsemail@yourealtorsemail.com'), and 'Pager/cellular e-mail'. There are radio buttons for 'Reply To' e-mail address, with 'Use my MLXchange address as the Reply-to' selected. Below these fields is a rich text editor for the 'E-mail signature', which contains the text 'CONTACT YOUR PUNTA GORDA/PORT CHARLOTTE/NORTH PORT REALTOR'. At the bottom, there are fields for 'Full name' (filled with 'Contact Your Punta Gorda-Port Charlotte-No'), 'Company name' (filled with 'Please do not use the email below, Contact'), and 'Address 1'. A red 'ATTENTION' box at the bottom right states: 'Notify your MLS or Association of any changes to personal contact information. Changes made in this screen WILL NOT update your membership data maintained by your MLS or Association.' A 'Save' button is visible at the top right of the form area.