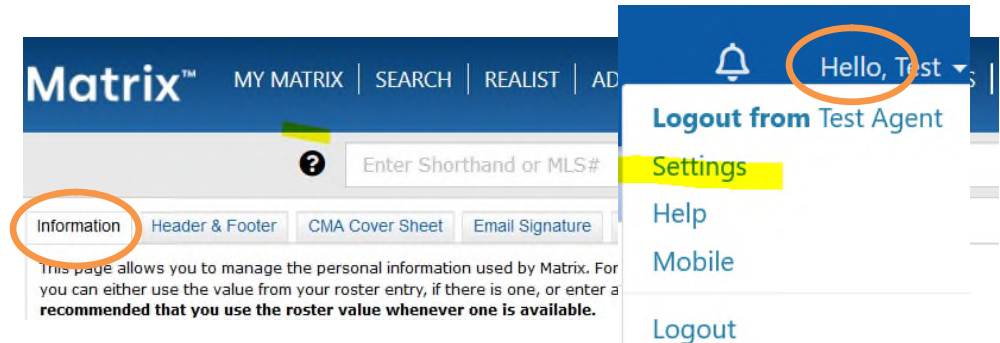


The details that appear on listings for you come from the GRAR Memberships system. The settings in this document will not change how information about you appears in listings. If you want to update that information, contact your Board/MLS staff or you may make most changes in your GRAR member portal in the **My Profile** section. These changes affect reports including CMAs, your Matrix email signature and in your client portal.

TO DO #1: INFORMATION

This section is for information used on the in OneHome (when you email listings), in headers and footers, and some other areas of Matrix. You can override what is in our membership system for your first name, last name, and several other fields. However, it is highly recommended that you contact your MLS to change your membership information at the source (GRAR Members may visit the GRAR member portal in the **My Profile** section). To proceed with My Information in Matrix...

- Click on **Hello, your name, then Settings & My Information.**
- You will be on the **Information** tab.
- Edit the pieces of information you'd like to change and **Save.**



TO DO #2: HEADER & FOOTER

This is the header/footer that can appear when printing reports as well as the header of your Agent Webpage (if using, see below).

- Change to the **Header & Footer** tab in **My Information.**
- Choose one of the templates provided by clicking on the radio button next to the one you'd like.
- Click **Preview.**
- Upload a photo of yourself, if desired.
- Toggle through any of the branding you would like to show in the Header and then, click **Save.**
- If you also want a print footer on your reports, scroll all the way to the bottom and select that option.
- **Optional** – If you want to create a Custom Header/Footer and import it:
 - Click the radio button next to **Upload a custom banner image.**
 - Browse for the image and then click **Upload images.** Click **Save.**

Note: For best results, the optimum image size for an **agent photo is 66 x 79 pixels** and the **header/footer banner is 1600 x 120 pixels.** When viewed on smaller screens or printed, the right side of the header will be hidden. Please be sure that any text or important imagery is within the left 800 pixels of the image.

TO DO #3: CMA COVER SHEET

This is used with CMA (available in your search results) and allows you to adjust your contact info on the front page.

- Go to the **CMA Cover Sheet** tab in **My Information**.
- Modify information as needed.
- Click **Save**.

TO DO #4: EMAIL SIGNATURE

Set this up so you can turn on Auto-emails and use other email functions.

- Go to the **Email Signature** tab in **My Information**.
- Add your photo, text, and any links you would like. Click on the **Save** button to include this signature on all outgoing messages sent by you, or on your behalf, from Matrix.

TO DO #5: AGENT WEBPAGE

If you do not have a webpage, the MATRIX Agent Web Page gives you the functionality of your own website without having to develop one. If you have your own domain name (URL – sometimes called a vanity web address), you can redirect your domain name to the MATRIX Agent Web Page. You do not need a vanity web address to use the Agent Web Page. A URL will be provided that you can give your clients.

- Go to the **Agent Webpage** tab in **My Information**.
- **Activation**
 - Select the **Enable Agent Web Page** radio button to activate your webpage and allow visitor access or you may click the **Disable Agent Web Page** option to prevent visitors from accessing your site.
 - The Web Page URL is the address where visitors will find your site. You may update your name in the textbox provided (alpha numeric characters only. No spaces.). Note – this is the URL you will share with others (if you prefer to use your own domain, see “Additional Domains” below).
- **Homepage Content**
 - **Title:** Add a **Title** that will appear above the content on your website’s “Welcome Page.”
 - **Content:** Click inside this area and use the associated “Rich Text Box” buttons to add content to your webpage.
 - **Additional Sections:** Select which profile info you’d like to include from the Portal Profile tab.
- **Map Area**
 - Configure how the map should be used on your website.
- **Other Options**
 - Select this checkbox if you would like to include a “Sign-up” form for your website visitors. If so, then add an optional “Sign-up Message” (welcome or informational).

Note – visitors who submit this form will appear in the “Contact Requests” widget on the Matrix Homepage See “Contact Requests” under “Home Widgets” in the Home section of Matrix).

- **Additional Domains**

- If you currently own a domain name and would like to use it to replace the default “Web Page URL” (see above) in the Address bar, simply add your domain in the textbox provided and then click the **Add** link.

Note – You must **notify your domain registrar** to redirect visitors from your domain to your Agent Web Page (your domain registrar is the company that sold you your domain name). If you administer your own domain, you must set up the redirection yourself. Simply forward your domain to your website at the “Web Page URL” (see above).

- Click **Preview**, make changes, as needed.
- Click **Save**.

TO DO #5: ONEHOME PROFILE

When you email listings to a client and they click on the link, they will be on OneHome which includes a customizable page that gives your contacts more information about you. Take the opportunity to stand out! The information available in **OneHome** includes the items you edited above on the **Information tab**. If you do not see many items to choose from, you may need to first edit them on the Information tab.

- Go to the **OneHome** tab in **My Information**.
- **Click the Photo panel to add a photo and then click Save.**
- In the **Profile Content** section, add a bio or a short message to share with your customers and or even a video link here. **Click Save.**

Note – Further branding for OneHome Including Company Logo & Colors May Be Added in the MLS Touch Mobile App as Follows:

You can download the app any time from the App Store or Google Play Store. Once downloaded, tap to open, select **New York** as your state and **NYS Alliance of MLSs** as your board. Use your Matrix login to access!



1. In the MLS Touch mobile app: Click on **More** (bottom right corner), select **Brand and Share**, then **Continue** and update your company logo there (this will also carry over to OneHome and show when listings are being sent out to clients from Matrix via email/auto email).
2. **Apply colors and logo** to apply the branding selections to both OneHome and the MLS-Touch app.

Add Your Photo to Matrix so it Shows in the MLS Touch Mobile App & in When Searching Agents in Matrix:

1. In Matrix, go to **Add/Edit** up top.
2. Click on **Edit Existing** in the **Roster** category.
3. Search for your ID.
4. Click on **Photo** (the only thing you can edit).
5. Checkmark the photo you want to get rid of (if applicable) and click on **Delete Checked**.
6. Import your new photo and **Save**.