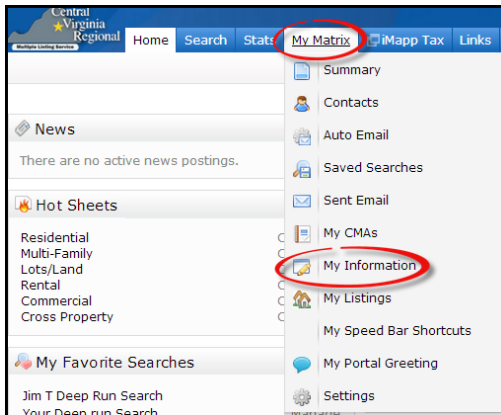


Matrix™ Set Up for All Users

Agent Info & Pictures



When you first log into Matrix it is a good idea to check your profile and upload your picture.



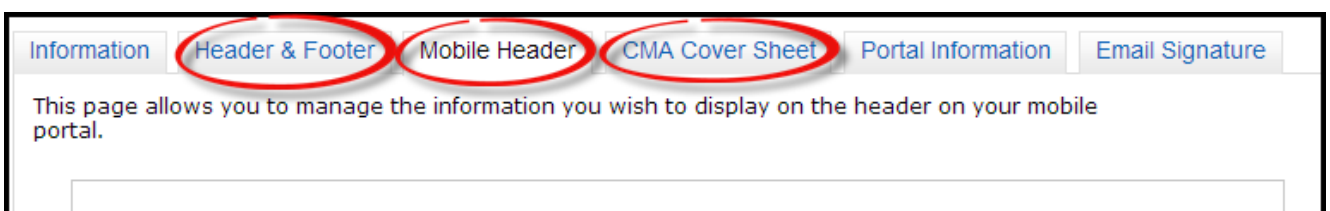
1. From the **My Matrix** Tab choose **My Information**

2. From the **My Information** option, enter and verify all of your contact information and then click **Save**.

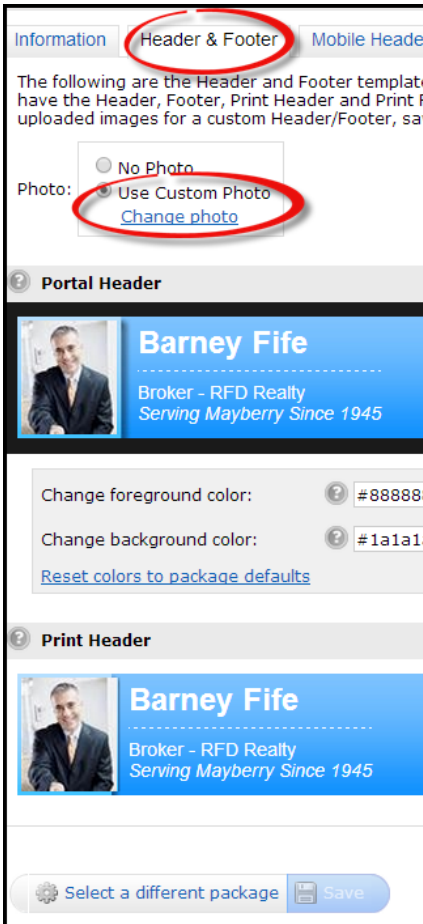
A screenshot of the "My Information" form. The "Information" tab is circled in red. The form contains various fields for personal and contact information, including First Name, Last Name, Public Email Address, Title of Employment, Call Phone Number, Pager Number, Fax Number, Toll Free Number, Direct Office Contact Number, Agency/Office, Office Phone Number, Office Email Address, Office Mailing Address, Office Site, Office City Location, Office State Location, Office Zip Code, Office Website, Public Contact Number, Tag Line, and Additional Information. A "Save" button is circled in red at the bottom left.

3. You can upload your picture from several areas under the **My Information** option including:

- Header & Footer
- Mobile Header
- CMA Coversheet



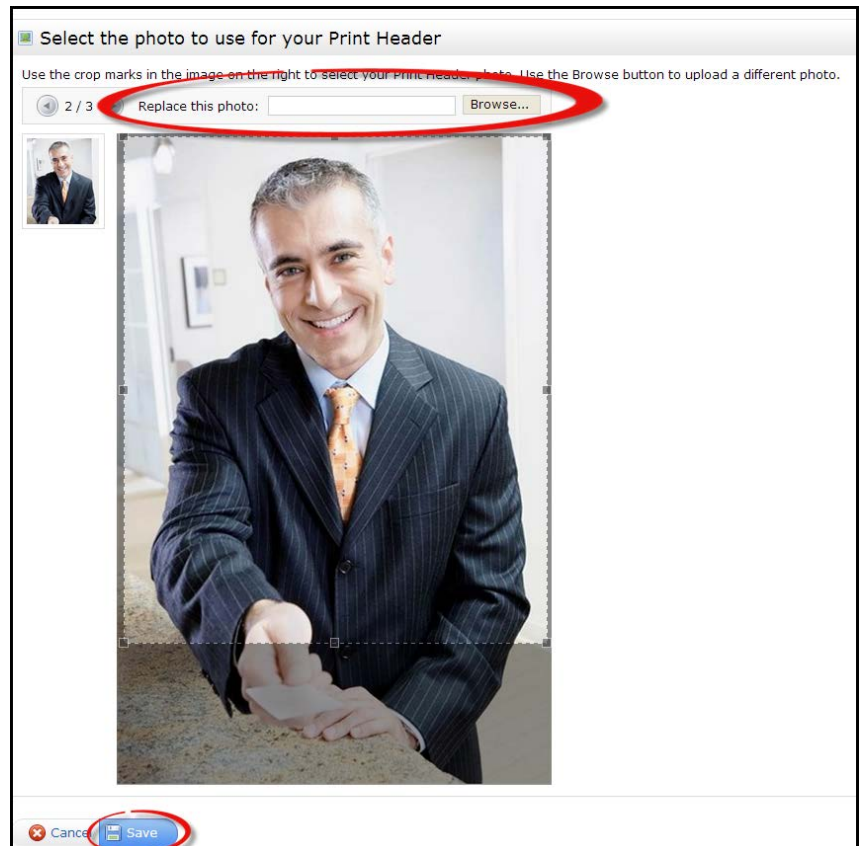
Matrix Set Up for All Users Agent Info & Pictures



4. From the **Header & Footer** option choose **Use Custom Photo** and click on the link **Change photo**.

5. Click on the Browse button and upload your photo from your computer.

6. Crop, then save.



Matrix Set Up for All Users Agent Info & Pictures



7. You can upload your picture from the Mobile Header option.

This screenshot shows the "Mobile Header" configuration page in Matrix. The page title is "This page allows you to manage the information you wish to display on the header on your mobile portal." It features a preview of a mobile header for "Barney Fife" with a photo, name, title "Broker", and contact information. Below the preview are several dropdown menus for "Barney Fife", "Broker", "Barney@FRD.com", and "Ph: 804-5551212". At the bottom of the form, there are two radio buttons: "No Photo" and "Use Custom Photo", with a "Change photo" link below the "Use Custom Photo" option. A red circle highlights the "Use Custom Photo" option and the "Change photo" link. At the bottom of the page, there are "Reset to Defaults" and "Save" buttons, with the "Save" button also circled in red.This screenshot shows the "CMA Coversheet" configuration page in Matrix. The page title is "The following fields are used on your CMA Cover Sheet. For each field you can either use the value defined on the Information tab, or override it with a value which is specific to the CMA Cover Sheet." It features a preview of a CMA coversheet for "Barney Fife" with a photo, name, company "RFD Realty", address "1234 Main Street", city "Mayberry", state "North Carolina", postal code "12345", phone "804-5551212", and email "Barney@FRD.com". To the right of each field is an "Override?" checkbox. A red circle highlights the "Change photo" link below the preview photo. At the bottom of the page, there is a "Save" button, which is also circled in red.

8. You can upload your picture from the CMA Coversheet Option

- ❑ You can have up to 3 different pictures in Matrix for use on your Client Portals, Mobile Header, and Headers/Footers.