# CHECK YOUR CONTACT INFORMATION

It is important that contact information in CRISNetMLS/Matrix is correct. Incorrect or missing contact information could result in a violation or even missed sales opportunities! Follow the steps below to update your contact information.

1. Log in to CRISNetMLs Matrix from your SRAR homepage.

2. IF you have already taken the Listing Management/Add Edit class and have authorization to enter your own listings, click on the Add/Edit tab on your CRISNetMLS Matrix homepage.

3. Scroll to the field that says "Roster".

4. Click into the Quick Modify field, enter your F or SR number and click "Edit".

5. When in the "Modify Agent" screen click on "Change Contact Information".
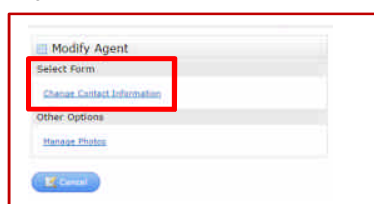
6. Review ALL information that has auto populated. Looking on the left side of the screen if the information is NOT correct, click in the field you wish to change and enter the correct information.

7. **IMPORTANT:** ALL information selected in the "Preferred Contact Order" fields is PULLED from the left side screen "Contact Information". In the example here, I have selected my Agent Cell, Agent Pager and FAX. On the left screen you will see that that those fields are blank, therefore if I Submit this information NOTHING will be populated on my Listing. Be sure that when you choose your preferred contact order, your choice is supported with information inserted on the left "Contact Information" screen. Also, verify Email address information is correct as this is how your association will contact you with any issues regarding your listing. Submit Agent to save.

8. Adding your profile photo to the Roster can be done by clicking on "Manage Photos" in the "Other Options" area of the Modify Agent screen. After clicking on Manage Photos you will then be able to upload for profile picture and "Save".