

If you do not add your contact information to the reports, your clients will see this



To add your personal contact information to the bottom of the reports:

1 Once in the MLS Client Detail, click "Customize", then "Fields"

		номе	SEARCH	LISTINGS	СМА	CONTACTS	FINANCIALS	TAX	MEMBERSHIP	RESOURCES	PREF
Home	Residential ×					/					
Criteria	Map Search MLS Client	Detail (50)	(+N	ew Search							
Checked	👚 All 📒 Email 🥠 Share	- 🖬 Save -	🚊 Print 🗸	🙆 Export 🗸	🙁 Custor		prrection E	ctions 🗸			
	A DECK	MLS	ADDITIO	NAL PHOTOS	😧 😧 Fields	K	h Walk: 🔝	Mortgag	e Info:	<u> </u>	
	<1 of 27 ▶	terres Verfa	N.		Sort				-		

Scroll to the bottom of the report and add your information to the four white fields

Click "Save and Close"



Your clients will now see your name and contact information

LOT FEAT	Sidewalks, Public Road								
STRUCTURE FEAT	Bath-Master, Bed-Master Main Level, Hardwood, Den/Office, Broadband Internet, Carpet, Walk in Closet								
TERMS	Cash, Conventional, Fed. Housing Admin., ID Housing & Finance Agnc, Veterans Admin								
REAL	John Smith ABC Realty 208.123.4567 John@ABCRealty Today's Date: 01/18/2021 This information is not guaranteed. Equal Housing Opportunity. Copyright 2020 Intermoutain MLS. All Rights Reserved	EQUAL HOUSING OPPORTUNITY							

*Follow these same steps anytime you need to update/change your information in the MLS Client Detail