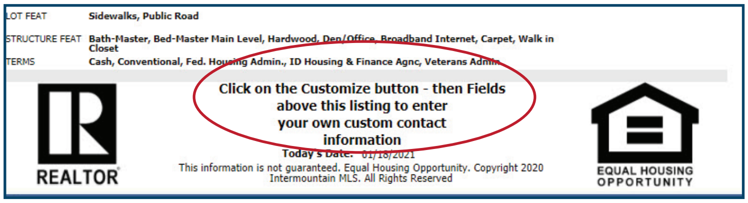
ADDING YOUR CONTACT INFO ON THE MLS CLIENT DETAIL

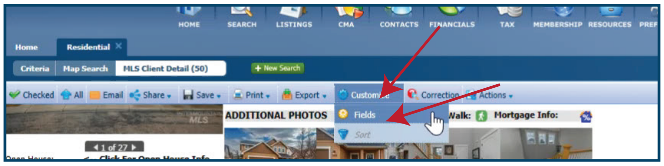
Add your information to the reports you email to clients

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

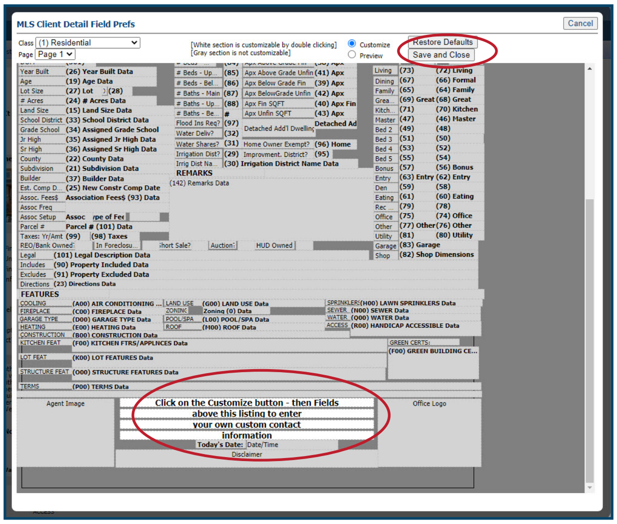


To add your personal contact information to the bottom of the reports:

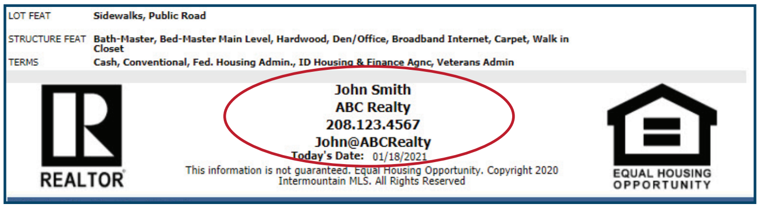
1. Once in the MLS Client Detail, click “Customize”, then “Fields”



2. Scroll to the bottom of the report and add your information to the four white fields
3. Click “Save and Close”



Your clients will now see your name and contact information



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