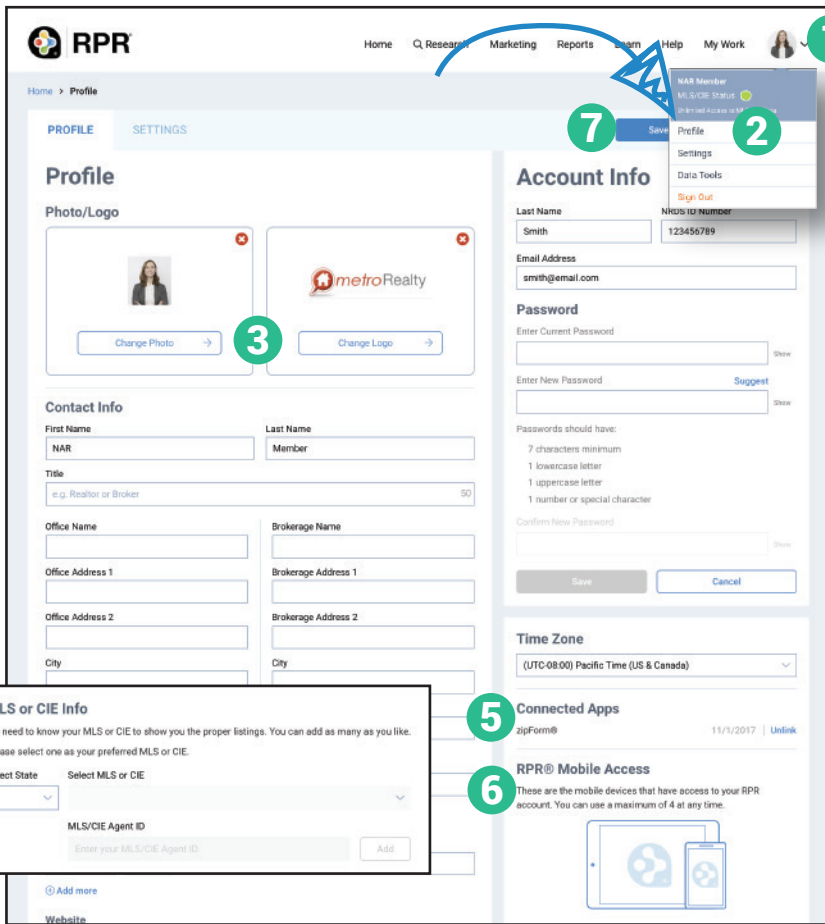


Printable: Profile & Settings



How do I update my profile?

- 1 Click your photo or initials on the upper right corner of the screen.
- 2 Select *Profile*.
- 3 Add your photo and/or logo, and contact information for all report covers.
- 4 Confirm you've added your MLS or CIE info.
- 5 Link your account to zipForm.
- 6 View mobile devices with access to RPR.
- 7 Always click *Save* when making changes to your account.

How do I update My Markets and Listing Settings?

- 8 Select *Settings*.
 - 9 Move sliders to update New Listings or Recently Closed Sales/Leases timeframe for both Residential and Commercial flags.
- To add to My Markets on the Homepage:**
- 10 Enter a geographic area, such as Zip code or City.
 - 11 Select *Add more*.
 - 7 Click *Save*.
 - View your *My Markets* on your homepage map.

