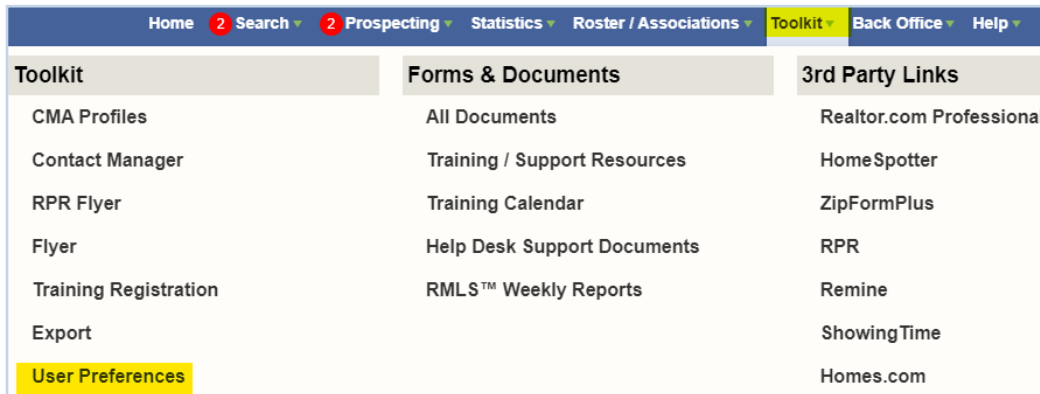


Editing User Preferences in RMLSweb

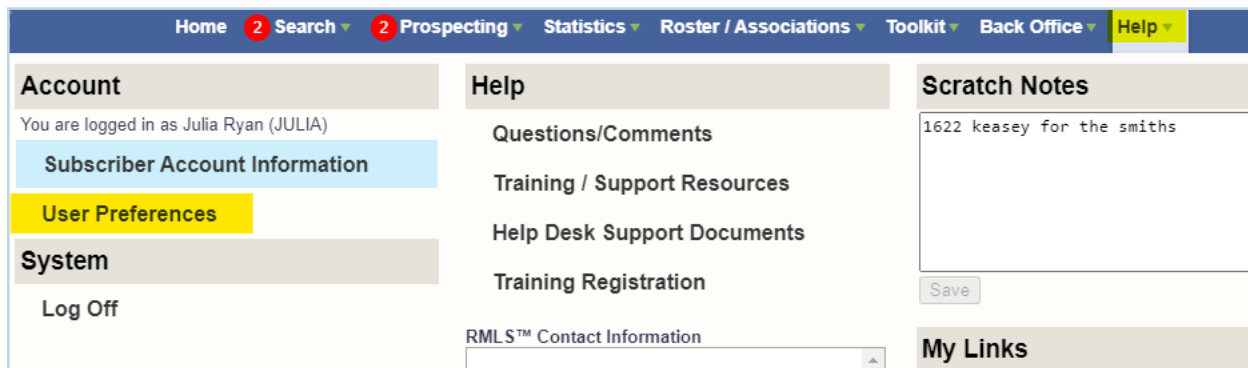
Below you will find instructions for using this tool. If you have any questions please contact our Help Desk at 503-872-8002 or toll-free at 1-877-256-2169 outside of Portland.

User Preferences allows you to set branding specifics, such as a signature or photo, as well as edit contact information.

To get there, select either *Toolkit* or *Help* from the Main menu and select User Preferences.



Inside User Preferences you will see tabs that are located to the left. You can edit the following tabs to ensure that your information is up-to-date and accurate. Be sure to use the SAVE button on each tab as you make changes.



My Account Information / Roster Info:

In this tab, you can manage your account information. Change your password, update your billing and public email addresses, update your roster phone number and website, add primary specialties, designations, and fluent languages.

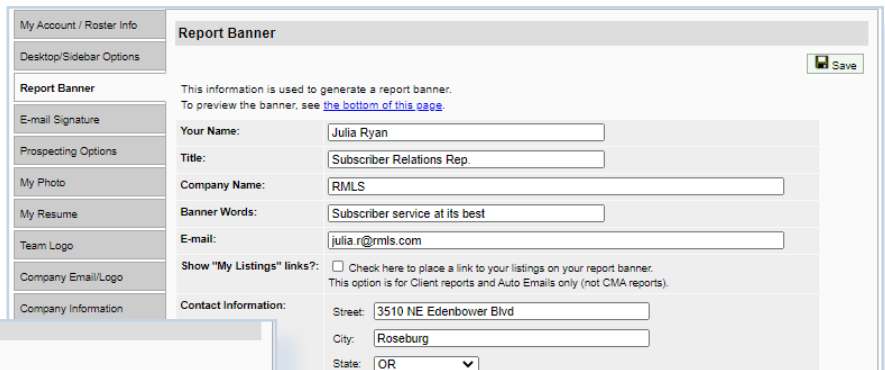
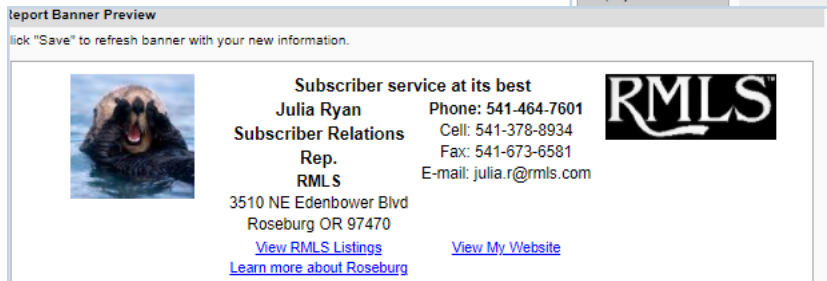
Desktop/Sidebar Options:

Here, you can save links for websites that you frequently use for quick access via the Help Menus "My Links" section.

A screenshot of the "My Account Information" form in RMLSweb. The form includes sections for Desktop/Sidebar Options, My Account Information, Designations, and Fluent Languages. The Desktop/Sidebar Options section includes links for Report Banner, E-mail Signature, Prospecting Options, My Photo, My Resume, Team Logo, Company Email/Logo, and Company Information. The My Account Information section includes fields for RMLS Subscriber Account Info, Password, RMLS Subscriber Account, RMLS Web Roster, and RMLS Web Roster Phone Number. The Designations section includes a list of designations with checkboxes. The Fluent Languages section includes a list of languages with checkboxes.

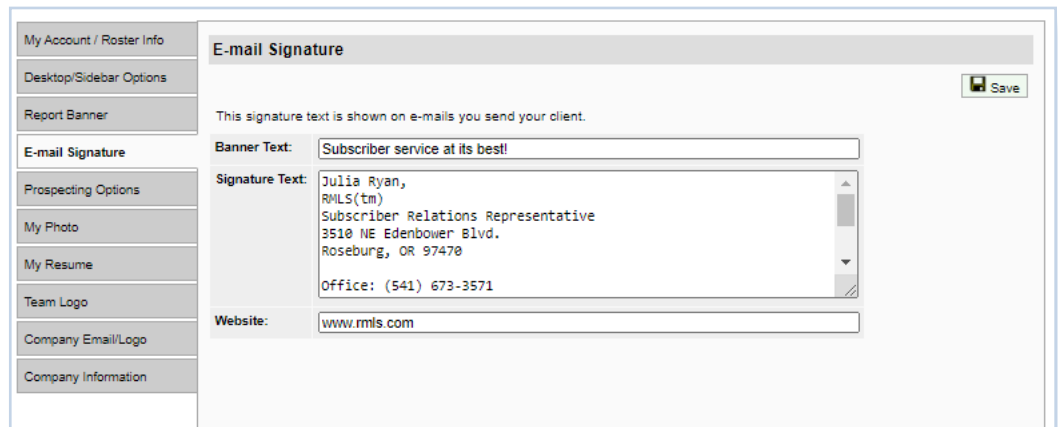
Report Banner:

The report banner tab allows you to manage information displayed on the reports you send to your clients. You can generate a report banner that includes your name, title, company and other key information.

A screenshot of the 'Report Banner' form. It includes a sidebar with navigation links: 'My Account / Roster Info', 'Desktop/Sidebar Options', 'Report Banner', 'E-mail Signature', 'Prospecting Options', 'My Photo', 'My Resume', 'Team Logo', 'Company Email/Logo', and 'Company Information'. The main form area contains fields for: 'Your Name' (Julia Ryan), 'Title' (Subscriber Relations Rep.), 'Company Name' (RMLS), 'Banner Words' (Subscriber service at its best), 'E-mail' (julia.r@rmls.com), 'Show "My Listings" links?' (checkbox), 'Contact Information' (Street: 3510 NE Edenbower Blvd, City: Roseburg, State: OR), and a 'Save' button.

E-Mail Signature:

In this tab, manage the signature text that is shown in e-mails you send from RMLSweb.

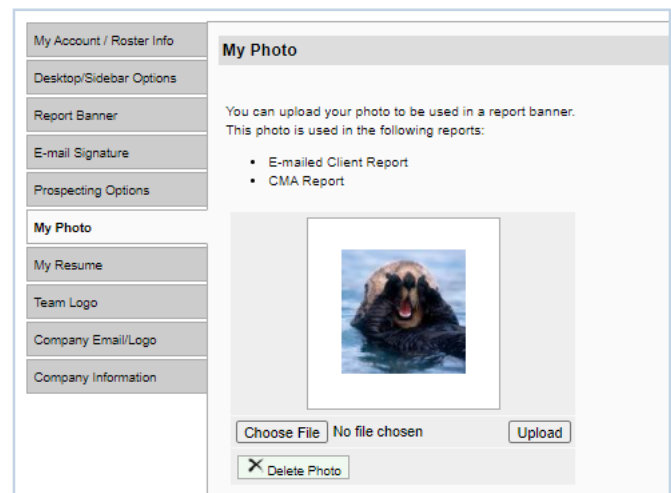
A screenshot of the 'E-mail Signature' form. It includes a sidebar with navigation links: 'My Account / Roster Info', 'Desktop/Sidebar Options', 'Report Banner', 'E-mail Signature', 'Prospecting Options', 'My Photo', 'My Resume', 'Team Logo', 'Company Email/Logo', and 'Company Information'. The main form area contains fields for: 'Banner Text' (Subscriber service at its best!), 'Signature Text' (Julia Ryan, RMLS(tm), Subscriber Relations Representative, 3510 NE Edenbower Blvd, Roseburg, OR 97470, Office: (541) 673-3571), 'Website' (www.rmls.com), and a 'Save' button.

Prospecting Options:

Check the box in this tab if you want to get notification e-mails sent to you about new prospect matches. *Note: this will be in addition to any e-mails you get as a result of being cc'd on auto-emails for clients.*

My Photo:

Upload a personal photo that will be attached to all reports sent to your clients from RMLSweb. Photos need to be in a JPG format, Portrait style in a ratio of 1440W x 1920H, or essentially a 3:4 and no more than 10 MB in file size.

A screenshot of the 'My Photo' form. It includes a sidebar with navigation links: 'My Account / Roster Info', 'Desktop/Sidebar Options', 'Report Banner', 'E-mail Signature', 'Prospecting Options', 'My Photo', 'My Resume', 'Team Logo', 'Company Email/Logo', and 'Company Information'. The main form area contains a section for 'My Photo' with a description: 'You can upload your photo to be used in a report banner. This photo is used in the following reports: E-mailed Client Report, CMA Report'. It includes a photo upload area with a 'Choose File' button, a 'No file chosen' status, an 'Upload' button, and a 'Delete Photo' button.

My Resume:

In this tab, you can create a standard page, such as a list of your accomplishments, designations or additional skills to be included in your CMA's. For best results when printing, make sure your text is completely visible. For example, if you have to scroll to see any information, it may not print correctly.

Team Logo:

Here, you can upload a unique team logo to be displayed in your CMA report.

Company Email/Logo:

The company email and logo is managed by your firm's principal broker. The company logo can be included in client reports and in the CMA. It can be uploaded in the Company Logo tab.

Company Information:

In this tab, you can create a page for the CMA that allows you to insert information about your company. Remember that for best results, make sure your text is completely visible, (if you have to scroll to see any of the information, it may not print correctly).

The screenshot shows a sidebar menu on the left with options: My Account / Roster Info, Desktop/Sidebar Options, Report Banner, E-mail Signature, Prospecting Options, My Photo, My Resume, Team Logo (highlighted), Company Email/Logo, and Company Information. The main content area is titled 'Team Logo' and contains the text: 'You can upload your team logo to be used in a report banner. This logo can be used in the following reports:'. Below this is a bulleted list with 'CMA Report'. A large box in the center says 'Your Team Logo Here'. At the bottom, there are buttons for 'Choose File', 'No file chosen', 'Upload', and 'Delete Logo'.

My.RMLS.com:

It is important to update your information for my.rmls.com as this is where your billing and personal account information is held. To update your information, go to User Preferences on RMLSweb, (see instructions at the beginning of this document). At the top of "My Account Information", next to "RMLS Subscriber Account Info," is a link for my.rmls.com. Click on the link and a new window opens. Click the "Edit Contact Info" button under the photo box. Here you can

The screenshot shows the 'My Profile' page. On the left, there is a large black box with 'NO PHOTO' in white text. Below it, contact information is listed: 'Roseburg, OR 97470', '(541) 378-8934', and 'julia.r@rmls.com'. There is an 'Edit Contact Info' button. On the right, there is a 'Profile Details' section with a 'N' and 'Cor' visible.

The screenshot shows the 'My Contact Information' page. It has a 'Back to My Profile' button and a 'My Account Menu' dropdown. The page contains sections for 'My Phone Numbers', 'My Fax Numbers', 'My Addresses', and 'My Email Addresses'. Each section has an 'Add' button. The 'My Phone Numbers' section shows two entries with 'Cell:' and '(541) 378-8934'. The 'My Addresses' section shows a 'Personal:' entry with '3510 NE Edenbrower Blvd...'. The 'My Email Addresses' section shows a 'business:' entry with 'julia.r@rmls.com'. There are 'Edit' buttons for each entry.

The screenshot shows the 'Email Information' form. It has a 'Customer:' field with 'Ryan Julia'. Below it is a 'Type:' dropdown menu with 'business' selected. There is an 'Email:' field with 'julia.r@rmls.com' and a 'Required' label. There are checkboxes for 'Primary?' and 'Billing?'. At the bottom, there are 'Save', 'Delete', and 'Cancel' buttons. A note at the bottom states: 'Your primary email address is your username for RMLSweb. If you update your primary email address please remember to use the NEW updated email address the next time you log in to RMLSweb.'

update all of your personal information by clicking in the "Edit" link in each section.

Now you will see a page as shown to the left. Make any additions or corrections here by clicking on the Add or Edit links. Be sure you use the "Save" button at the bottom of the selection pop up to save your changes.



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Pages in File: 3

Help Desk: 503-872-8002 or toll-free at 1-877-256-2169