## **UPDATE EMAIL & PHONE**

The steps to update your email and phone number are the same. Below, we'll guide you through adding a new email.

## Step 1

Click on *My Email Addresses* (or *My Phone Numbers* if updating your phone number).

## Step 2

To add a new email address, click *New*. To edit an existing email address, click *Edit*.

My Email Addresses		
Available Email Addresses	Description	
Listings email A	Enal type: Oner E-nal Enal adress: services@reahnis.com	
New Edit Remove Done		

## Step 3

Select your email type (default is *Office*), enter a description and input the email address. Designate at least one email as *Primary*, which will be displayed on your profile. Click *Next* to save your changes.

Note: You can use similar steps to update your phone number. There is no limit on the number of email addresses or phone numbers allowed in profiles.

Edit Email Address			
Email Address Information			
Email Type:	Office		
Email Description:	Tech Support		
Email Address:	support@realmls.com		
Is this your primary email address? Yes ❤			
	Yes 😕		
12 PM. Property information	on is not guaranteed. No		

1	Quick Profile Maintenance	
	My Names	>
-	My Documents	>
S	My Phone Numbers	>
	My Email Addresses	>
ď	My Web Addresses	>
Personal Photo and Logo Maintenance		>
	Change My Password	

