



RPR® Update Your Profile & Settings

The screenshot shows the RPR Profile page. Callout 1 points to the user's profile picture in the top right corner. Callout 2 points to the 'Profile' link in the top navigation bar. Callout 3 points to the 'Photos/Logo' section, which includes a profile picture and a logo for 'metroRealty'. Callout 4 points to the 'Contact Info' section, which includes fields for first and last name, title, office name, office address, and city. Callout 5 points to the 'Account' section, which includes fields for last name, account ID, email address, and a 'Change Password' section. Callout 6 points to the 'Time Zone' section, which has a dropdown menu set to '(UTC-08:00) Pacific Time (US & Canada)'. Callout 7 points to the 'Connected Apps' section, which shows 'zipForm®' and 'realtor.com' as connected apps.

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 and your realtor.com profile.
- 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 time frame 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*.
 - 12 Click *Save*.
- View your *My Markets* on your homepage map.

The screenshot shows the RPR Settings page. Callout 8 points to the 'Settings' link in the top navigation bar. Callout 9 points to the 'Listings Settings' section, which includes sliders for 'Set New Listings to:' (30 days) and 'Set Recently Closed to:' (90 days) for Residential, and 'Set New Listings to:' (30 days) and 'Set Recently Closed to:' (180 days) for Commercial. Callout 10 points to the 'My Markets' section, which includes a text input field for 'Enter a market area to add:' and a button 'Add more'. Callout 11 points to the 'Add more' button. Callout 12 points to the 'Save' button at the bottom of the page.