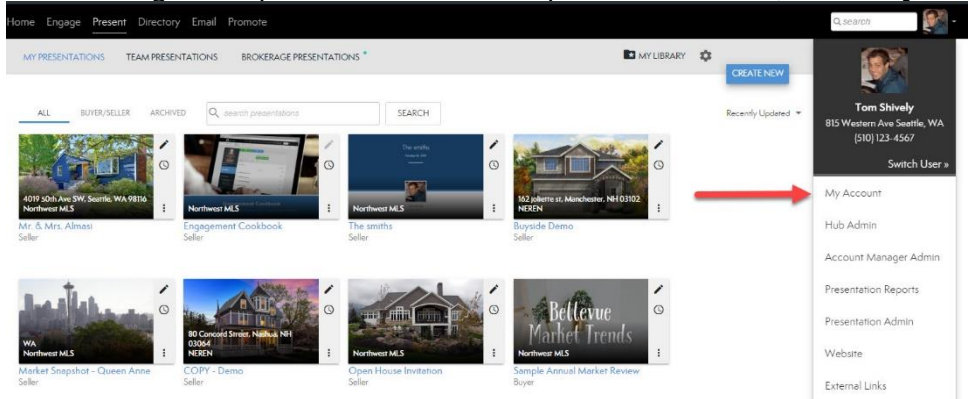


How to Update Your Agent Profile

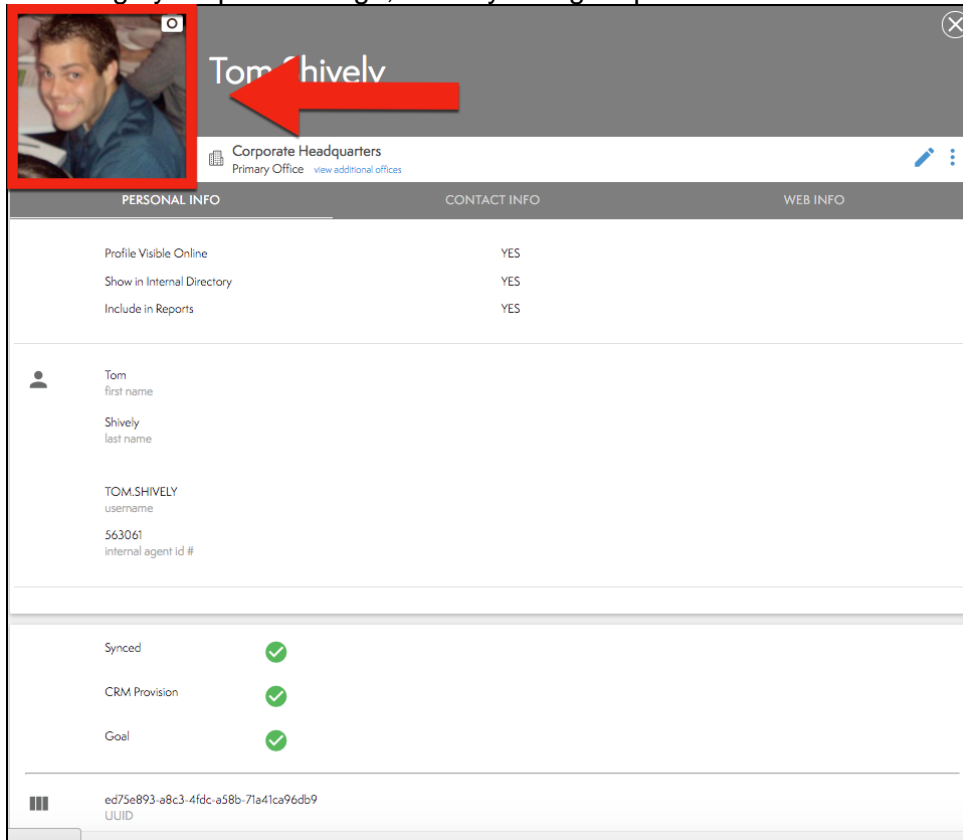
You Agent Profile information is reflected a few places throughout Moxi which includes your Agent Website and you Moxi Present Agent Profile page. So, it's important to keep this information up to date. Follow the instructions below to set up or edit your Agent Profile information.

Updating your Agent Photo

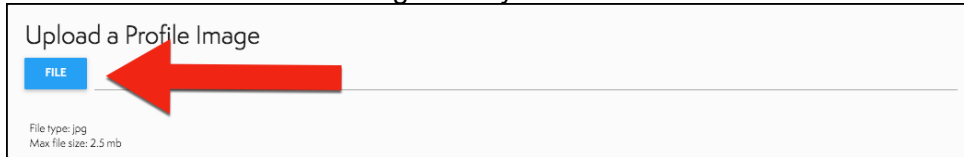
1. From the Agent drop down menu in the top left hand corner, select **My Account**.



2. To change your profile image, select your agent photo.

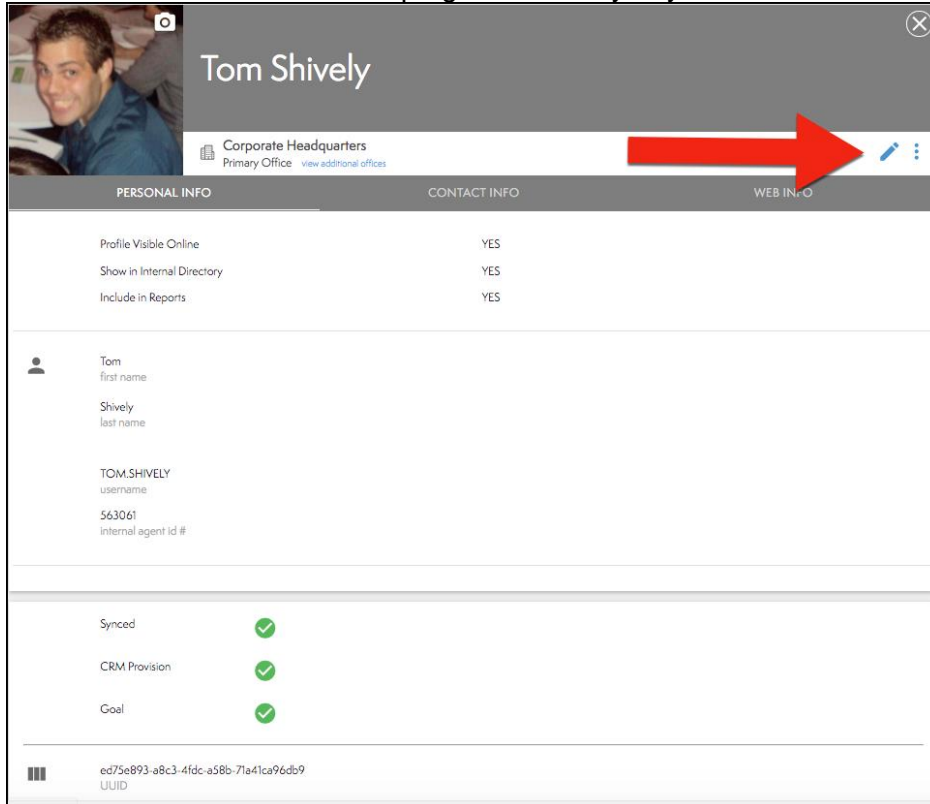


3. Select **File** and select the image from your hard drive.



Updating Your Agent Profile

4. Select the Pencil Icon in the top right to edit any of your information.



5. From your Personal Info Screen you can change:
- Your display names.
 - Publically displayed title.
 - Agent ID and much more!

Edit Profile Cancel Save

PERSONAL INFO **CONTACT INFO** **WEB INFO**

Profile Visible Online

Show in Internal Directory

Include in Reports

Tom **a**
first name

Shively
last name

b
publicly displayed title

designations (after each entry press the 'comma' button to set)

TOM.SHIVELY
username

563061 **c**
internal agent id #

languages

license number

6. From you Contact Info page you can change:
- Your Email Address.
 - Phone Number.
 - Office extension and more!

Edit Profile Cancel Save

PERSONAL INFO **CONTACT INFO** **WEB INFO**

tom.shively@moxiworks.com **a**
primary email

backup email
Not for public display. Used as a system backup email for direct account notifications

tom.shively@moxiworks.com
moxi engage sync email
** Since this email has been provisioned with Moxi Engage you can not edit it.*

[555] 123-4567 **b**
direct phone

mobile phone

alternate phone

fax

321 **c**
office extension 3/16

Synced

CRM Provision

Goal

7. From your Web Info Page, you can edit your:

- a. Your Bio Information
 - i. NOTE: Some people put testimonials in the second bio spot.
- b. Your Agent Website.
- c. Zillow Options and many more!

Edit Profile
Cancel Save

PERSONAL INFO
CONTACT INFO
WEB INFO

About Me

Paragraph 1

Title Tom Shively's Bio

Paragraph

title

B I U |

>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

paragraph

[ADD INFO](#)

Agent Website

Set your current agent website URL

HTTP

Add Website URL

General Web Info

Zillow Options

Show Zillow reviews on all company websites (when applicable), agent websites and in Moxi Present.

Synced	✔
CRM Provision	✔
Goal	✔

■ ed75e893-a8c3-4fdc-a58b-7fa41ca96db9
UUID

MLS 1
Default MLS ID

🕒 Pacific Time (US & Canada)
Time Zone

tom.shively@moxiworks.com
Moxi Works subscription email

🕒 Last edited: 14 Apr, 2017 by Tom Shively [support]
Created: 03 Oct, 2016