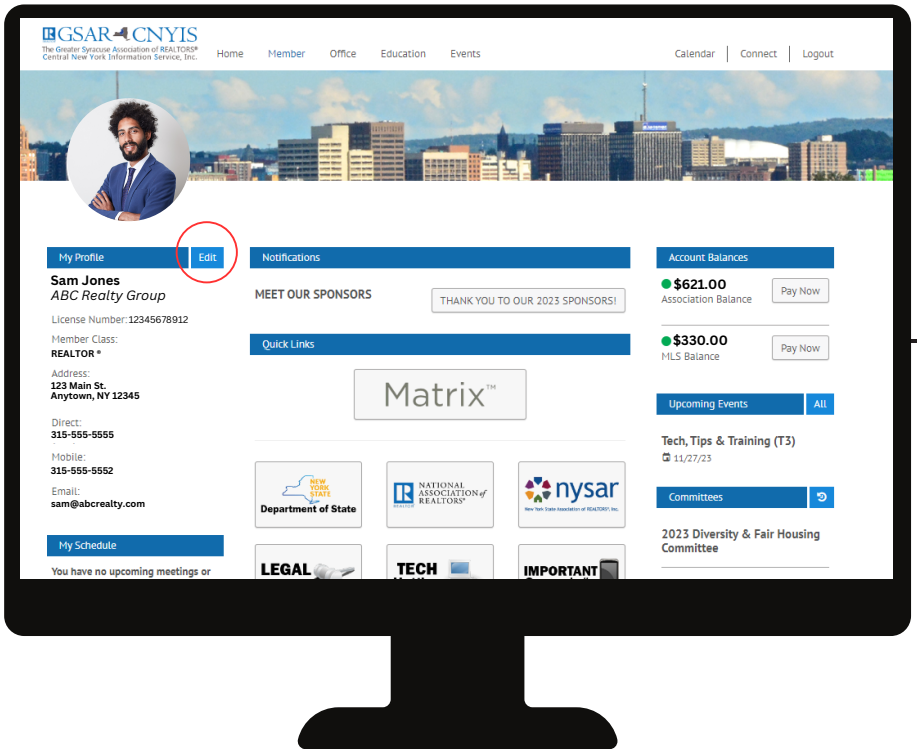
GSAR Greater Syracuse Association of REALTORS® www.cnyrealtor.com

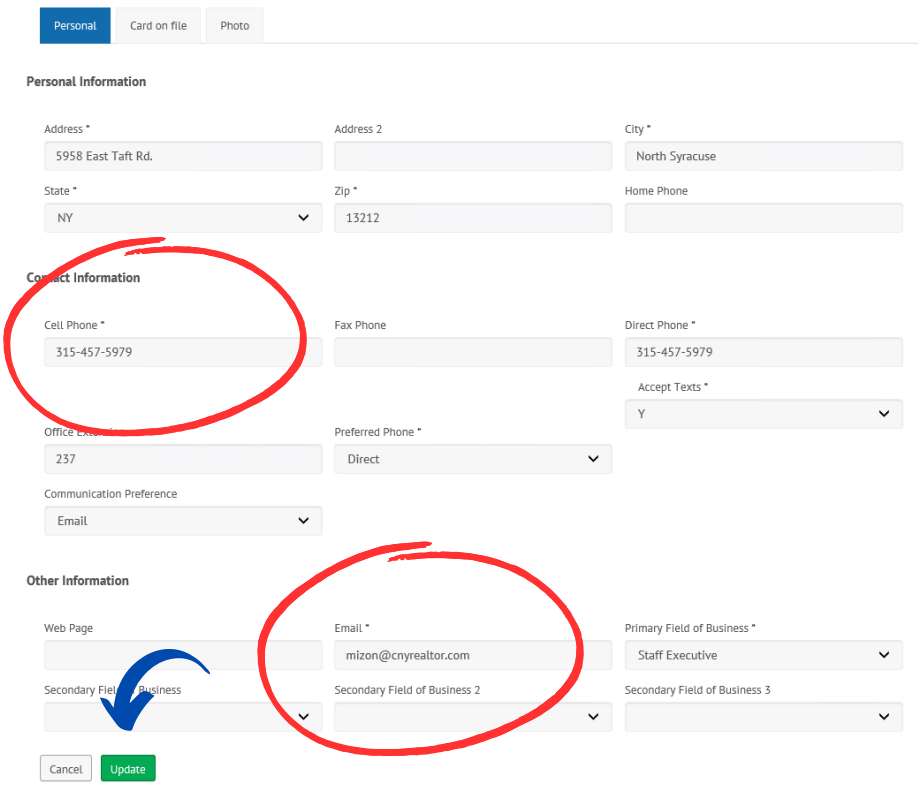
CNYIS Central New York Information Service, Inc.

SAVE TIME!

Edit your user information on your Member Portal!



- Log on to your GSAR Member Portal www.cnyrealtor.com/myaccount or select the "PAY DUES" button on your Matrix Dashboard.
- Enter your **GSAR Member #** in the top box (Make sure you keep your GSAR Member # handy, you need this to register for education & events also)."
- Enter your **MLS ID** into the bottom box as your password. (Typically this is the first 6 letters of your last name first two letters of your first name).



- You will see "edit" next to "My Profile", click that and you can edit the fields that need to be updated.
- Under the "Personal" tab, you can edit your cell phone number and your e-mail address.
- Once you've edited your information click Update. This will save your record
- Then allow 15 minutes for the system to process the update to the MLS.

It is important that your contact information is up to date in your GSAR Member Portal. This information is used to communicate with you, for classes, events, information and Multi-Factor Authentication for your MLS.

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