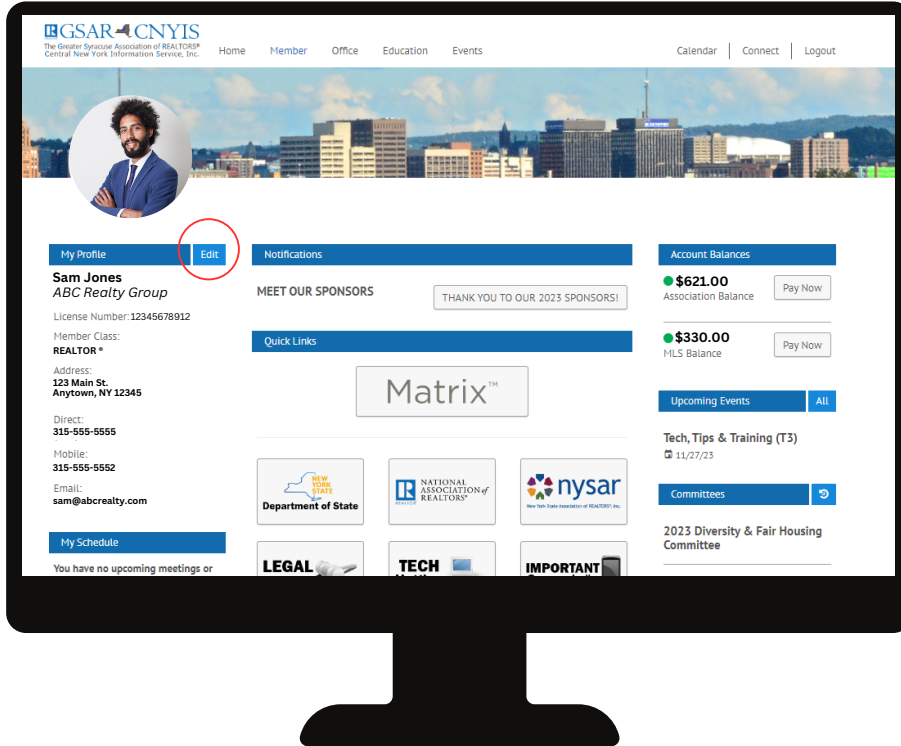


# SAVE TIME!

**Edit your user information on your Member Portal!**



- Log on to your GSAR Member Portal [www.cnyrealtor.com/myaccount](http://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.

**Personal** Card on file Photo

**Personal Information**

Address \* 5958 East Taft Rd. Address 2 City \* North Syracuse

State \* NY Zip \* 13212 Home Phone

**Contact Information**

Cell Phone \* 315-457-5979 Fax Phone Direct Phone \* 315-457-5979

Accept Texts \* Y

Office Extension \* 237 Preferred Phone \* Direct

Communication Preference Email

**Other Information**

Web Page Email \* mizon@cnyrealtor.com Primary Field of Business \* Staff Executive

Secondary Field of Business Secondary Field of Business 2 Secondary Field of Business 3

Cancel Update



**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.**