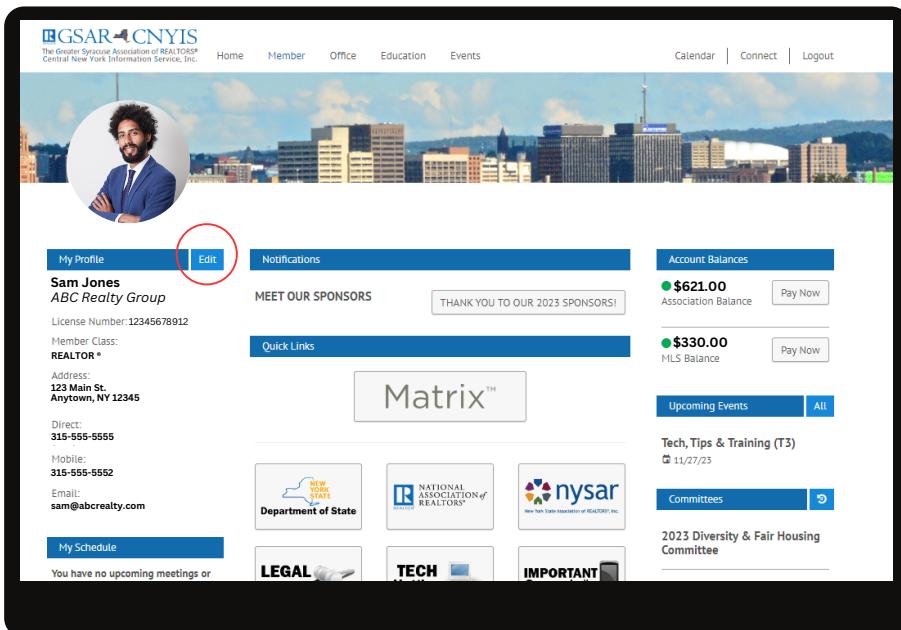
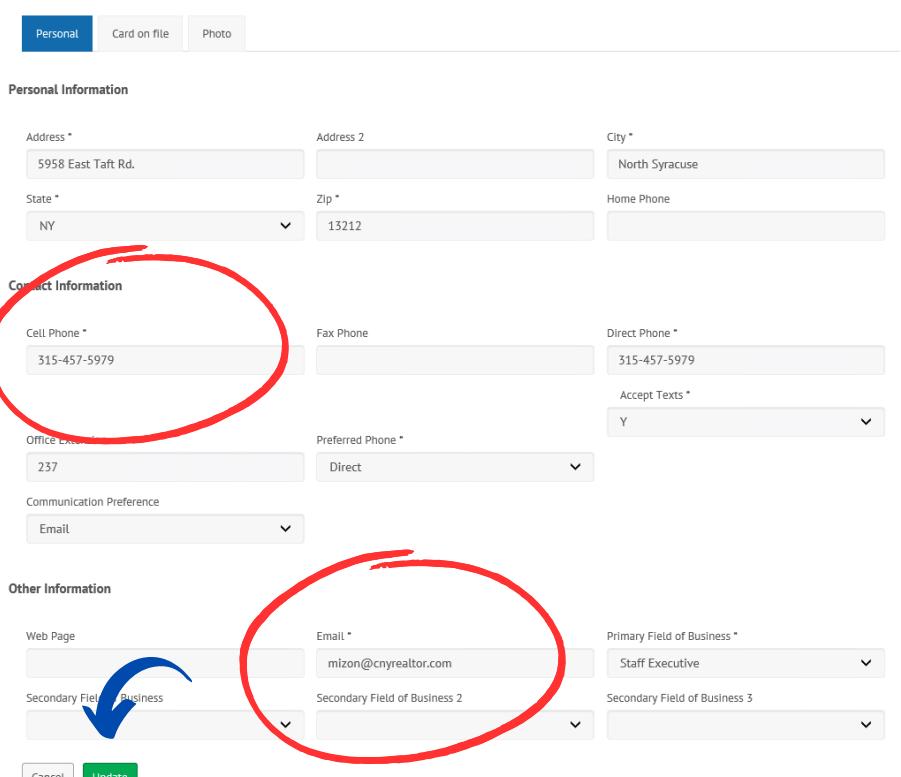


SAVE TIME!

Edit your user information on your Member Portal!

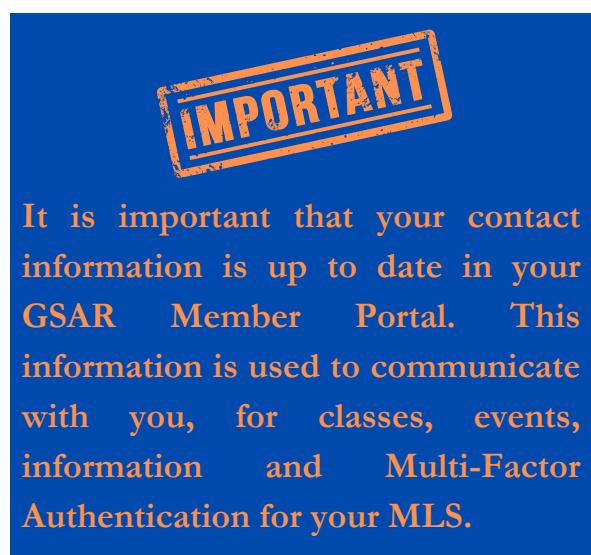


The screenshot shows the GSAR Member Portal homepage. At the top, there are navigation links: Home, Member, Office, Education, Events, Calendar, Connect, and Logout. Below the navigation is a banner featuring a photo of a person and the text 'MEET OUR SPONSORS' and 'THANK YOU TO OUR 2023 SPONSORS!'. To the right of the banner are 'Account Balances' (Association Balance: \$621.00, MLS Balance: \$330.00), 'Upcoming Events' (Tech, Tips & Training (T3) on 11/27/23), and 'Committees' (2023 Diversity & Fair Housing Committee). The main content area includes sections for 'My Profile' (Sam Jones, ABC Realty Group), 'Notifications', 'Meet Our Sponsors', 'Quick Links' (Matrix™, Department of State, NATIONAL ASSOCIATION OF REALTORS®, nysar), and 'My Schedule' (You have no upcoming meetings or events). There are also buttons for 'LEGAL' and 'TECH'.



The screenshot shows the 'Personal' tab of the edit profile section. It includes fields for 'Address', 'City', 'State', 'Zip', 'Home Phone', 'Cell Phone' (315-457-5979), 'Fax Phone', 'Direct Phone' (315-457-5979), 'Accept Texts' (Y), 'Office Extension' (237), 'Preferred Phone' (Direct), and 'Communication Preference' (Email). Below this is the 'Other Information' section with fields for 'Web Page', 'Email' (mizon@cnyrealtor.com), 'Primary Field of Business' (Staff Executive), 'Secondary Field of Business 1', 'Secondary Field of Business 2', and 'Secondary Field of Business 3'. At the bottom are 'Cancel' and 'Update' buttons.

- 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.



IMPORTANT

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.