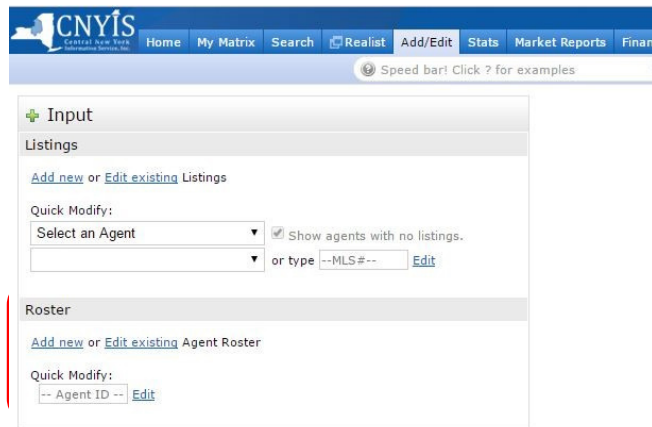


Adding Agent Photos

****Photos must be added here under Add/Edit to appear in the directory****

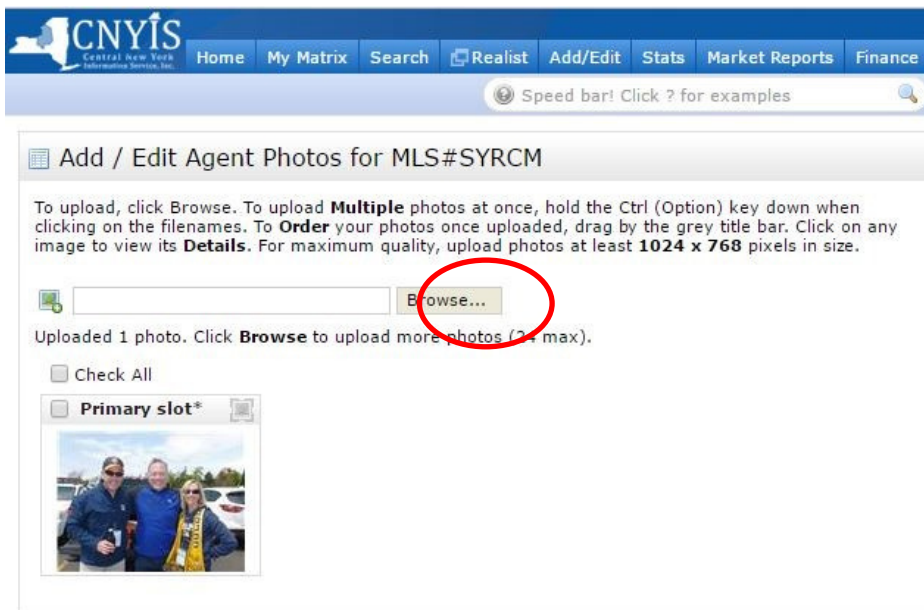
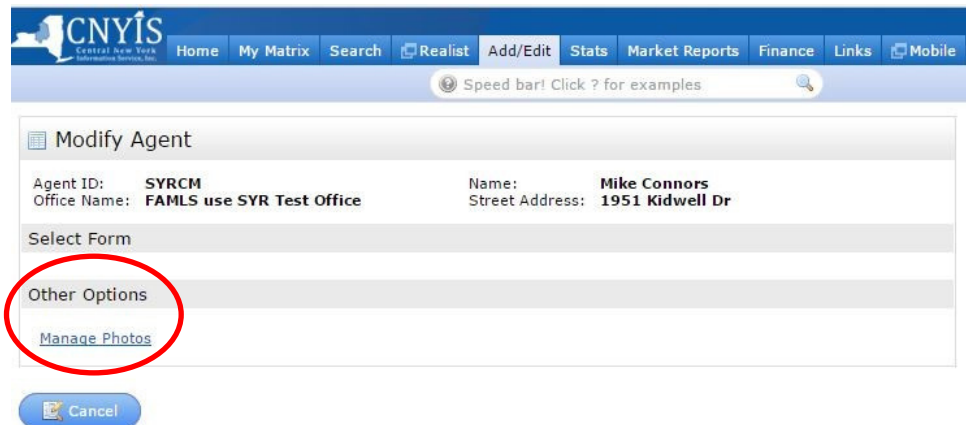


There are TWO places where an agent photo can be added. One is through MY Matrix >Summary>Settings> My Information, the other here in Add/Edit. **It is only through the Add/Edit process that an agent image will be added to the GSAR/CNYIS Directory.** This training bulletin concerns ONLY the process where an image is added through Add/Edit.

Adding an agent image is essentially no different than adding a property image.

- Select **Add/Edit** from the top menu
- Enter the agent user ID in **Quick Modify** or choose **Edit Existing** under Roster

Click on the **Manage Photos** link under **Other Options**



Browse to the known location of your photo and **Save** it.

There are only a few rules to follow:

- Only users with an **ANN** access level (Agent **No input w/o Instantnet**) and above may Add/Edit agent photos. If you do not have the ability to Add/Edit your agent photo, either have your office admin perform the task or contact your MLS.
- For optimal quality, images should be at minimum 1024 x 768 resolution. Up to 25 images can be added. with your most important image occupying the primary spot.

