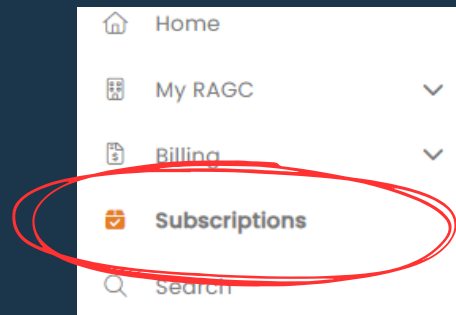


UPDATING YOUR EMAIL OR WEBSITE INFO IN MLS

Need to update your contact information in CincyMLS? Follow these steps to quickly edit your email address and website through the Member Portal which will automatically update CincyMLS.

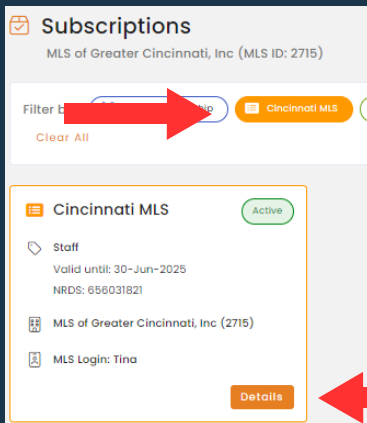
Step 1

Log in to the Member Portal and choose **"Subscriptions"** from the menu.



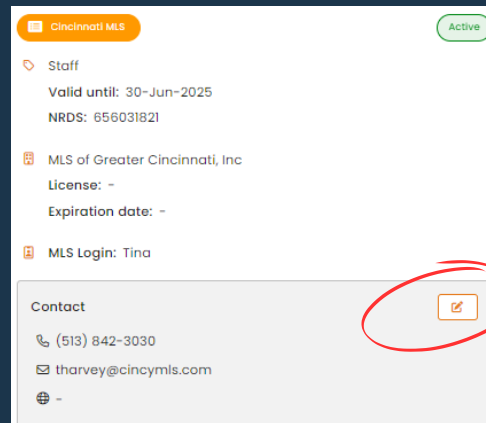
Step 2

Select Cincinnati MLS, then click 'Details' to access your contact information.



Step 3

Use the Edit button to update your contact information. Be sure to save your changes.



NOTE: This will only update CincyMLS. Each subscription type must be revised separately.