

## Keep Your Contact Information Current

In this day and age when most rely on e-mail to stay in touch, it's important that you keep your e-mail address current, as well as your phone numbers and website address.

**Search: Chico 300-500K 4 Bdrm 3 Ba**

[Click here](#) to view listings

### Dianne Mahanes

California MLS (calredd) (Lic#: 12345678)

525 S. Virgil Ave

Los Angeles, California 90020

(213) 739-8200 (office)

707-295-9661 (mobile)

[diannem@car.org](mailto:diannem@car.org)

<http://www.calredd.com>

When e-mailing listings to a client, either manually or through Auto Prospecting, the client receives a link to the listings. Your name, company name, office address and phone are included, plus any contact information you have entered into calREDD™. You cannot revise or remove your office information (only your broker can), but you can add or revise your personal contact information such as **Phone, Mobile, Fax, Email and Website**. You also can upload your agent portrait.

When the client clicks on the link, only the contact information you have entered into calREDD™ will appear.

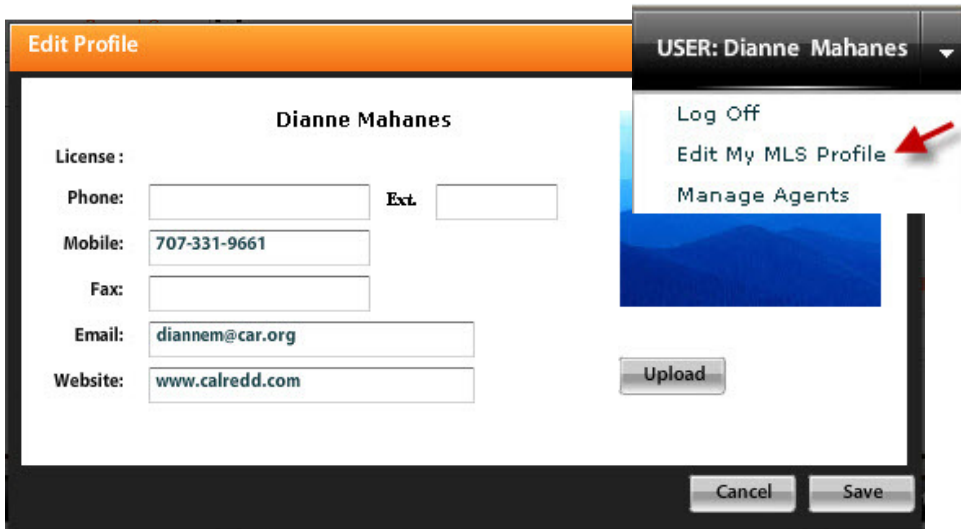


**Presented By:**  
Dianne Mahanes ()

**Website:** [www.calredd.com](http://www.calredd.com)  
**Email:** [diannem@car.org](mailto:diannem@car.org)

**Phone:**  
**Mobile:** 707-331-9661

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**Edit Profile**

**USER: Dianne Mahanes**

Log Off  
Edit My MLS Profile  
Manage Agents

**Dianne Mahanes**

License:

Phone: [ ] Ext. [ ]

Mobile: 707-331-9661

Fax: [ ]

Email: [diannem@car.org](mailto:diannem@car.org)

Website: [www.calredd.com](http://www.calredd.com)

Upload

Cancel Save

To update your contact information, click on the down arrow next to your name in the upper left corner of the screen, and then click on **Edit My MLS Profile** to display the **Edit Profile** window. After make any additions or revisions, be sure to click on **Save**.

**Note:** Your contact information and agent portrait also appears at the bottom of all client reports as shown below.



**Presented By:**

**Dianne Mahanes (Lic#)**  
Phone:  
Mobile: 707-295-9661  
Email: [diannem@car.org](mailto:diannem@car.org)  
Fax:

**California MLS (calredd) (Lic# 12345678)**  
525 S Virgil Avenue  
Los Angeles, California 90020  
Office Phone: (213) 739-8200  
Website: <http://www.calredd.com>