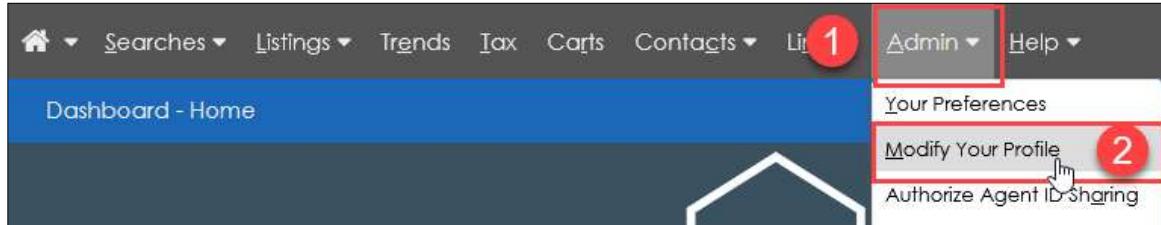


BAREIS MLS®

Check Your Profile in BAREIS Plus

1. On the Clarity dashboard, click on the **BAREIS PLUS** icon.
2. From the top menu bar, click **Admin** (1) and then select **Modify Your Profile** (2) from the drop down.

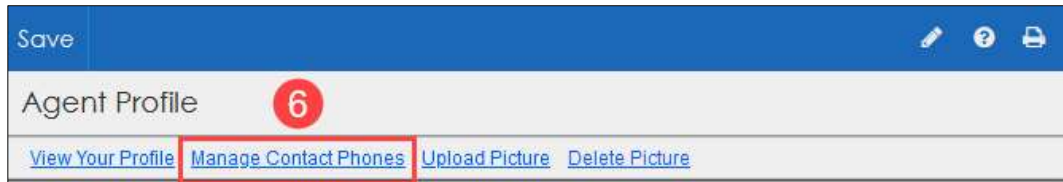


3. Check to make sure the following fields transferred from BAREIS to BAREIS Plus:
 - o Photo: Click on the **Delete Picture** (1) or **Upload Picture** (2) links in the upper left, as needed.
 - o Bio Statement (3): Key in any changes, as needed.
 - o Office Information (4): The system will not allow you to change this field. If it's incorrect, contact our Membership Department:
 - membership@norcalmls.com or 707-575-8000
 - o Home Address / Home Phone / Personal Fax (5): These fields are only visible to you and BAREIS staff.

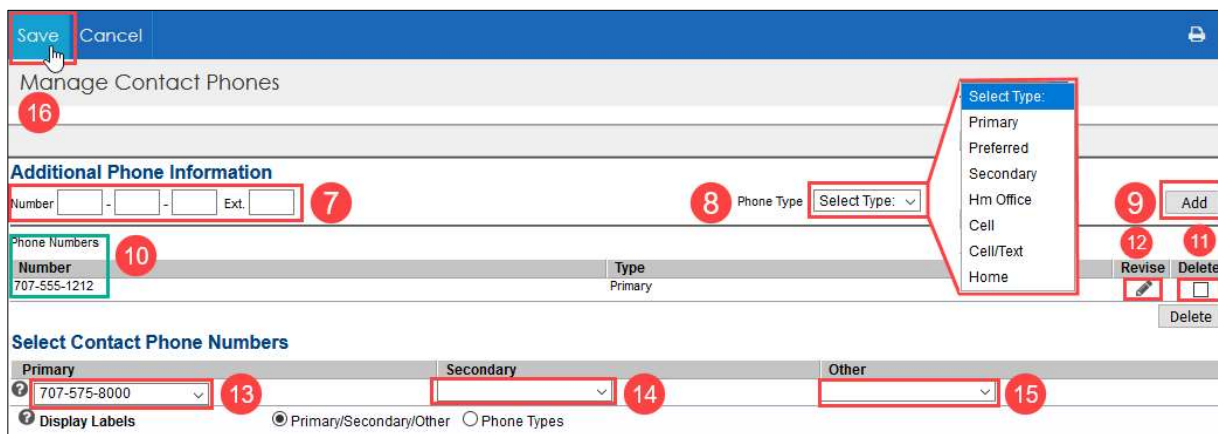
BAREIS MLS®

Check Your Profile in BAREIS Plus

- Phone Number (6): To add, delete or revise a phone number, click on the [Manage Contact Phones](#) link in the upper left.



- Additional Phone Information:
 - Number and Ext. fields (7): Add a phone number, if needed.
 - Phone Type field (8): Make a selection from the drop down.
 - Click on the **Add** button (9) on the right side of the screen.
 - The new number is now included in the list of your available phone numbers (10).
- Delete: To delete a number, check the **Delete** box (11) on the right.
- Revise: To revise a number, click on the **pencil icon** (12) on the right.
- Select Contact Phone Numbers: Specify your **Primary** (13), **Secondary** (14) and **Other** (15) phone numbers by making selections from the drop downs.
- To save any changes, click on the **Save** (16) button in the upper left.



4. Back on the **Agent Profile** screen, click on the **Save** button in the upper left.

