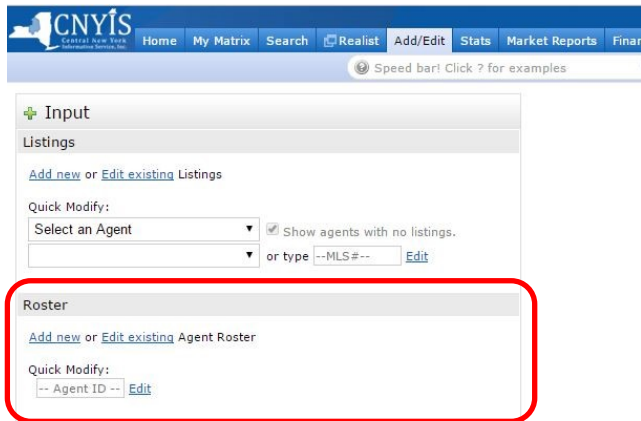


# Adding Agent Photos

**\*\* Photo must be added here under Add/Edit to appear in Directory. \*\***

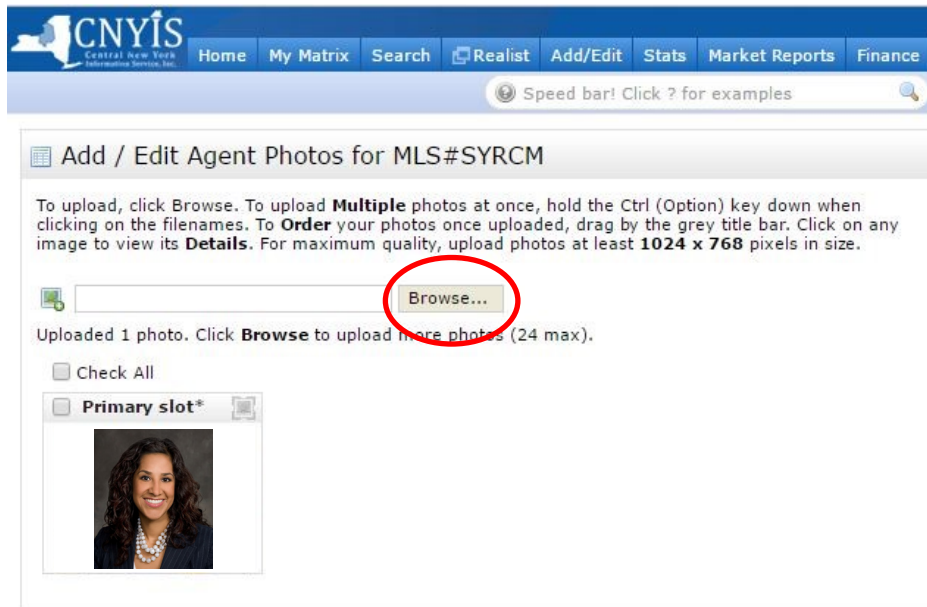
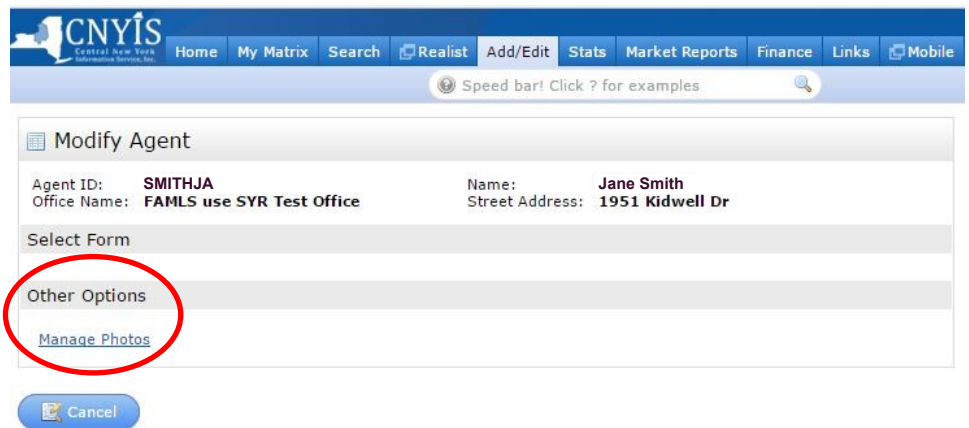


There are TWO places where an agent photo can be added. One is through My Matrix > My Information, the other, here, in Add/Edit. **It is ONLY through the Add/Edit process that an Agent Image will be added to the GSAR/CNYIS Directory.** This training bulletin concerns ONLY the process where an image is added though 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 AM access level (Agent w/Limited Edit) 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 1024x768 in resolution. Up to 25 images can be added, with your most important image occupying the primary slot.