

Update My Information in Matrix

Name, email, phone, and office information in Matrix come from your Member Association member management system. That system is the source of truth.

Do not edit those details in Matrix. Contact your Member Association if they need to be updated.

To review Settings, open the Utility Menu (look for [Hello, Your Name] at the top right). Select Settings. My Information is a card on that page.

My Information also has Header & Footer, CMA Cover Sheet, Email Signature, and OneHome. Those tabs are covered in Related articles.

Source: <https://support.itsosystems.ca/kb/125>