

Update Your Agent Photo in Matrix

Update your agent photo in Matrix from ADD/EDIT (Member Manager). The process can differ from Member Association to Member Association. Follow the path for the association you belong to.

Note: After you upload in Matrix, the photo can take a few hours to appear on REALTOR.ca. Photo delivery to REALTOR.ca is different from listing data delivery.

Update your agent photo

1. In the main menu, select ADD/EDIT.
2. Select Member Manager.
3. Search for your Member ID.
4. On the right side of your results, select Edit.
5. Select Manage Photos.
6. Select Add Photos.
7. Drag and drop your file, or select Browse... and choose the image.
8. If Image Upload Certification appears, review the terms and accept to continue.
9. Review the photo on Manage Photos. Select Close when you are finished.

Tips

- Name, email, phone, and office details still come from your Member Association member management system - see Update My Information in Matrix. The photo steps above are for your agent photo only.
- If your association does not allow photo edits in Matrix, contact that Member Association or update the photo where they direct you (for example on REALTOR.ca).
- For listing photos (not your agent photo), see Edit an Existing Listing in Matrix (Listings Manager).

Source: <https://support.itsosystems.ca/kb/137>