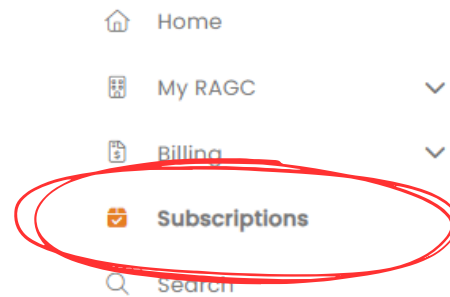


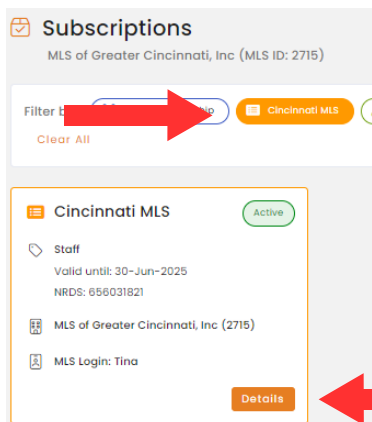
UPDATING CONTACT INFORMATION IN MLS

Changes to email addresses and websites must be made through the Member Portal to update CincyMLS.

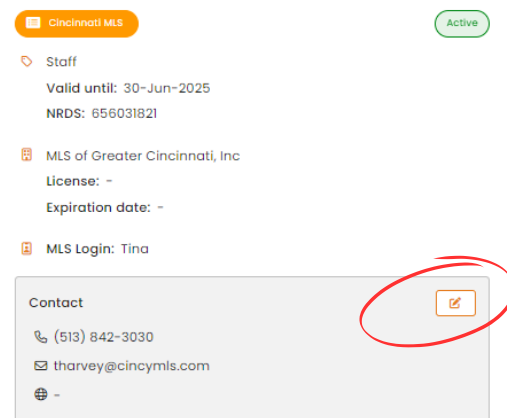
1 Log in to your Member Portal and choose *Subscriptions* from the menu on the left. If you do not see the menu, click the three bars at the top left.



2 Select *Cincinnati MLS*, then click *Details* to access your contact information.



3 Use the *Edit* button to update your contact information. Save your changes.



NOTE: Each subscription type must be updated individually.