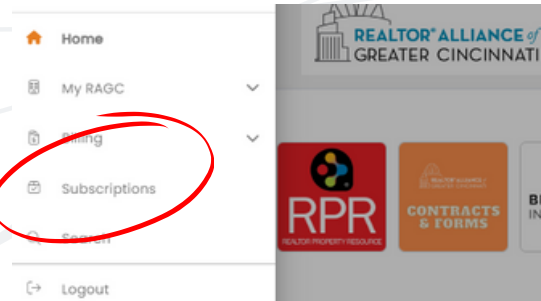


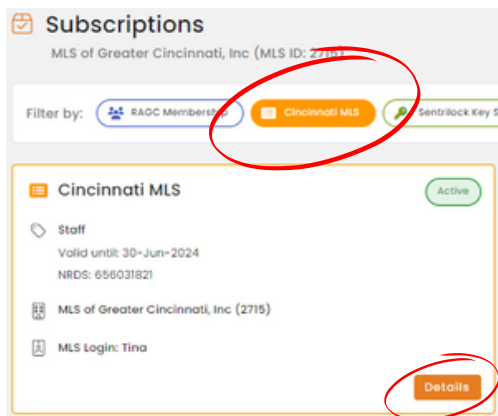
HOW TO CHANGE YOUR EMAIL OR WEBSITE IN CINCYMLS

Changes to email addresses and websites must be made in the Member Portal which will update CincyMLS.

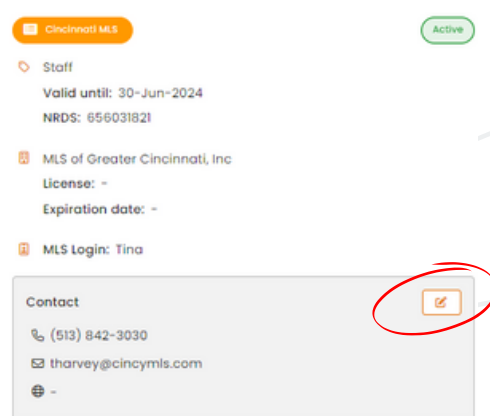
- 1 Log in to your Member Portal and choose Subscriptions on the menu to the left. If you do not see the menu, click the three bars at the top left.



- 2 Choose Cincinnati MLS, then click Details to open the contact information.



- 3 Use the Edit button to edit your email or website. Be sure to save your changes.



CincyMLS will update immediately; however, modifications to the information in your CincyMLS subscription will not update in any other subscription. Each subscription will need to be updated separately.



TUESDAY TIP
05/21/2024