



## **UPLOAD YOUR AGENT PHOTO IN NTREIS RAPMLS**

Select **Personal** and choose **Upload Agent Picture**. Click on browse to find and open your file (JPEG format), then you will be asked “Would you like to attach this picture?” select “OK” or “Cancel.”

\*Note: Save your photo as a JPEG file and the maximum width for an agent picture is 200 pixels.

### ***How to delete your agent picture***

If you want to delete your agent picture from your agent information page follow these steps:

- Log into NTREIS RAPMLS (directions above)
- Select Personal
- Select Modify Agent information
- Click the Delete box next to your picture
- Click Submit (bottom of page)