

Getting Started: Personal/Office Profile

1. Go to the log in page or click on Document Storage in NTREIS Listings...
2. Hover over the **Settings** link and click on **My Settings** for personal profile or **Office Administration** for office profile.

You will learn how to:

- Updated your personal and/or office profile and picture or logo

Your REALTOR® Association can provide more support/training.
[Contact your Association](#)



3. Click on the **Profile Page Content** link to modify your personal information. To modify office information, click on the **Office Administration** link then **Profile Page Content** link.

Settings

My Settings

- Personal Information
- Change Username/Password
- Interface Preference
- Notifications
- Display Settings
- Favorite Participants
- External Systems Accounts
- To Do Templates
- Personal Service Providers
- Share Document Folder Access
- Profile Page Contents

Office Administration

Office Administration

- Document Folder Manager
- Office Maintenance
- User Maintenance
- To Do Templates
- Profile Page Contents

Office Reports

- Document Folder Activity
- Service Orders

4. You can now upload a picture or logo and create a personal or office profile. To preview your profile, click the pre-view link at the top. Once all is edited and loaded click **Save** and then **Close**.

Edit Personal Profile Page

Cindy Cocklin

Click [here](#) to pre-view Profile Page

Upload file:

Click **Browse** to place a photo or logo on your Profile Page. Note: This will replace the existing image

Paragraph Font Size Color

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Design HTML