

How to: Setup Your Agent Profile

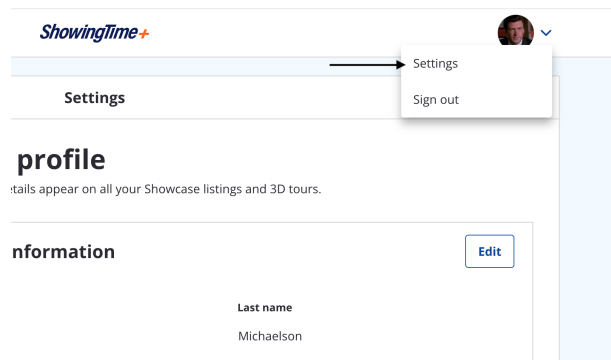
Instructions on how to set up your profile and begin utilizing the power of Showcase in your market.

Follow these steps to set-up and customize your Agent Profile. After you've set this up the first time, you can return to the Settings page within the ShowingTimePlus app to add, update, or delete any information.

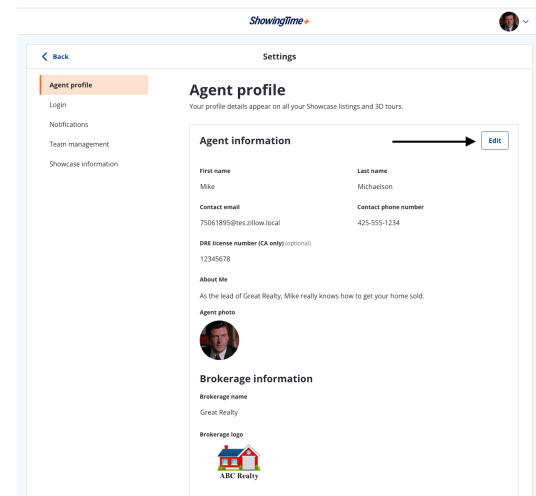
If what you're seeing on your screen doesn't match what's being covered in this article, please contact your sales representative for support.

Setting up your Agent Profile

- Login at app.ShowingTimePlus.com
 - If this is your first time logging in, click **'password reset'** and you will be prompted to create a new password.
- Once you're logged in, find your agent icon in the top right corner.
 - Click the down arrow
 - Select **'Settings'**



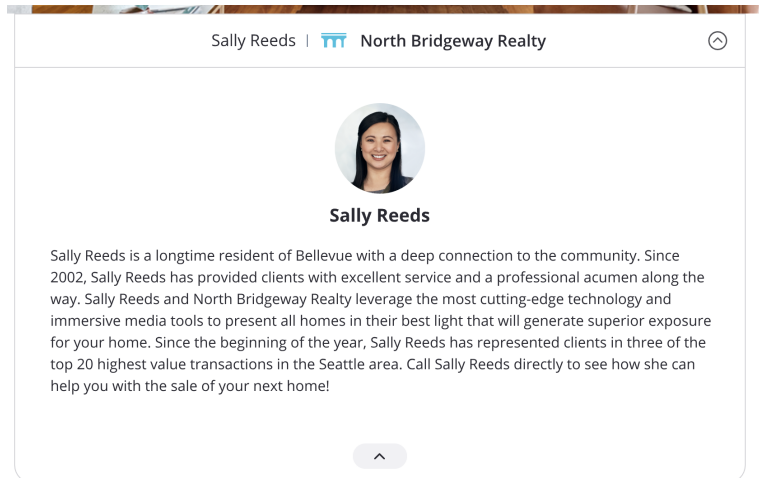
- Once you're on your settings page, select **'Agent profiles'**
 - Note: Within 'Settings', you can view your account information, team members profiles, and navigate between different Teams and Agent Profiles.
- To Edit your Agent Profile:
 - Click **'Edit'** on the right hand side.



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- You will now be able to edit any of the fields.
 - Verify that your name, email, and contact information is correct.
- Update your **Agent Photo**.
- Share more about yourself by adding to your **'About Me'**
 - Note: All of these fields will be visible on your Showcase Home Details Page. See an example below of what your 'About Me' will look like on an active listing.



- Once complete click **'Save Updates'**

