

## ■ Risk To Assure - Primary Email and Mobile phone setup

Please Read:

\* All active MLSSAZ **Participants and Subscribers** will want to set the desired email address as primary email address in their profile.

\* A mobile phone number is optional but is highly recommended as a second option for two step verification and must be listed as Phone Type “**Mobile**”.

The instructions on how to do this are listed below.

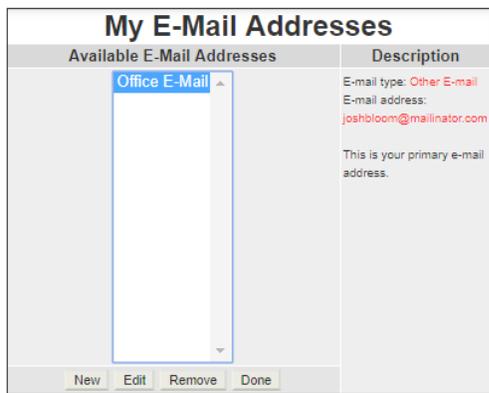
### Instructions:

#### 1. Primary email setup-

Go to **FlexMLS**, then click **MENU**—Next, scroll down to **Preferences** and select **My Profile**

In the next window click on **My Email Addresses**

Click **New** to enter a new email address or click **Edit** or **Remove** to perform the corresponding actions on an existing email address.



When you click **New**, the New Email Address page is displayed. Choose an E-mail type from the drop-down list. Type a description and enter the email address. Select whether this is your primary email address. The primary address is used as the default from the addresses for emails that you send from the system. Replies will be sent to this email address, as well as 2 step verification.

### New Email Address

**New Email Address Information**

Email Type:

Email Description:

Email Address:

Is this your primary email address?

Click **Next** to save your changes. Click **Done** to return to the My Profile page.

\* If you need any further assistance please contact FBS [FlexMLS] Tech Support at 888 525-4747

## 2. Mobile phone setup-

Go to **FlexMLS**, then click **MENU**—Next, scroll down to **Preferences** and select **My Profile**

In the next window click on **My Phone Numbers**

To add a new phone number, click **New**. Choose the type of phone number from the drop-down menu and enter a description. Enter the phone number and select whether it is your primary number. A primary number is required. Click **Next** to save.

A phone number saved as “Mobile” is required for 2 step verification.

Available Phone Numbers	Description
Cell Fax Other Phone	Phone type: Other Phone Phone number: (555) 222-1111

New Edit Remove Done

To edit an existing number, select it and click **Edit**. Click **Update** to save your changes. To remove an existing number, select it and click **Remove**. Click **OK** to confirm that you want to remove the number. Click **Done** to return to the My Profile page.

### New Phone Number

**New Phone Number Information**

Phone Type: Mobile ▾

Phone Description:

International code: +

Phone: (  )  -

Extension:

Is this your primary phone? Yes ▾

Next >>

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