



Updating Your Agency Profile

QUICK REFERENCE GUIDE

Find Agents has a brand new look



Our consumers have told us that finding an agency is the hardest part of the property journey so we've made some changes to our "Find Agents" experience on realcommercial.com.au.

By ensuring your Agency Profile is up to date and your property listings are valuable; you'll stand out to consumers who are in the market which gives you the edge you've been looking for.

The screenshot shows the 'Find Agents' page on realcommercial.com.au. The page title is 'Selling commercial agencies for Melbourne City - Greater Region, VIC' with 40 agencies found. The main content area displays three agency profiles: TCB Real Estate, JK Real Estate, and MET Real Estate. Each profile includes a logo, name, address, and a brief description. The TCB Real Estate profile is highlighted with a purple header. The JK Real Estate profile has a green header, and the MET Real Estate profile has a blue header. Each profile has 'VIEW', 'CALL', and 'EMAIL' buttons. On the right side, there are two informational boxes: 'How ordering works' and 'Understand the market'. The 'How ordering works' box explains that agencies are ranked by activity and property representation. The 'Understand the market' box includes a street scene image and links for 'SOLD HISTORY' and 'LEASED HISTORY'. The top navigation bar includes links for 'Buy', 'Lease', 'Sold', 'Leased', 'Find Agents', 'Blog', and 'News'. A search bar is located at the top right of the main content area.

SNAPSHOT: Updating your Agency Profile



Your Agency Profile is updated through your Agent Admin account.

Login to the agency's Agent Admin
available https://secure.realestate.com.au/sign_in

Go to the 'Your Profile' section
by clicking the link on the left hand navigation.

'Agency Profile'

'Branding'

'Servicing Suburbs'

From this section update:

- Office location
- Contact details
- Principal details
- Office description

From this section update:

- Agency logos
- Hero image
- Agency brand colours

From this section update:

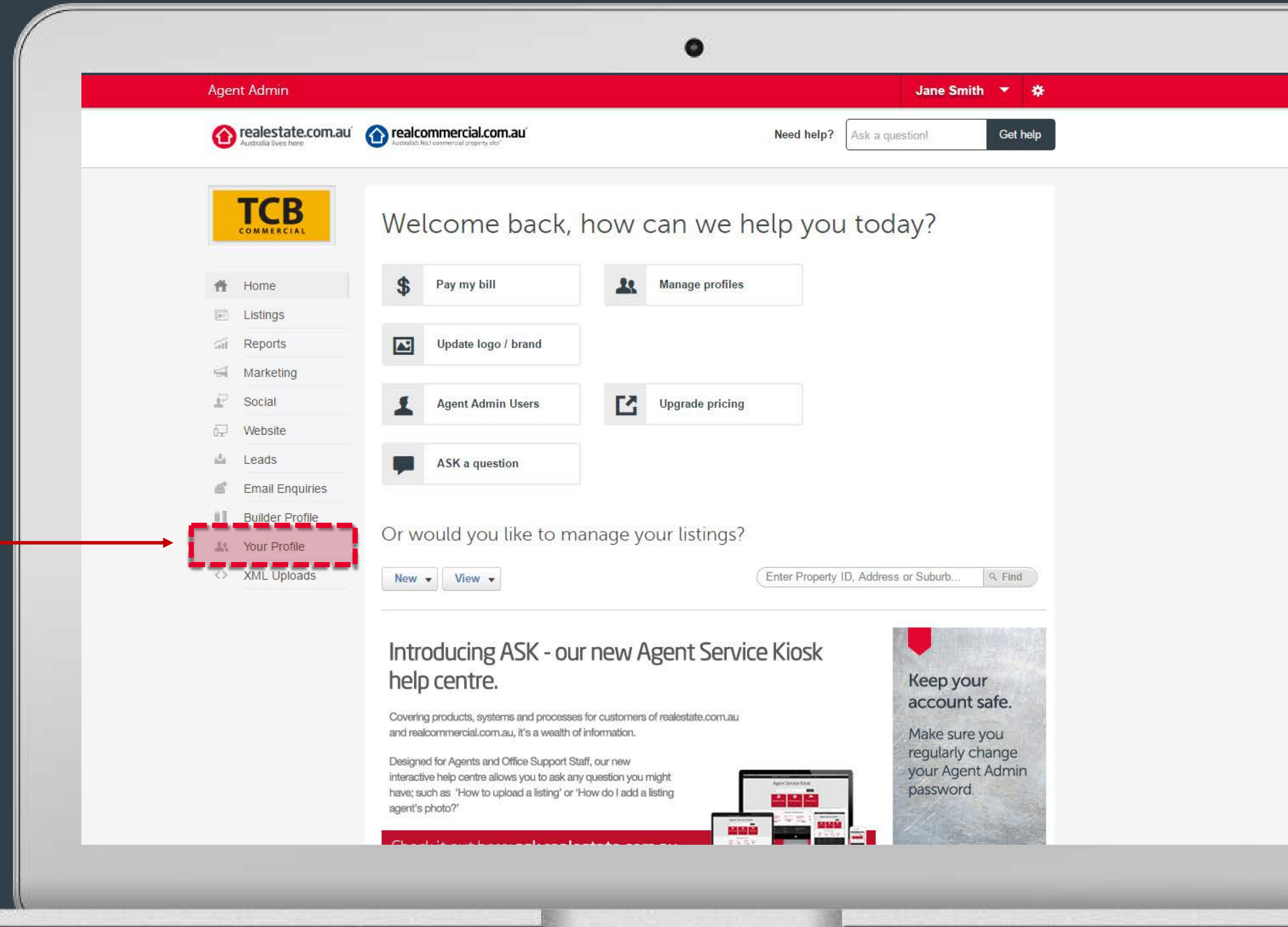
- Suburbs serviced by agency
(select up to 10).

STEP 1: Log in and navigate to 'Update Profile'



Log into your Agent Admin account at <https://secure.realestate.com.au/>. If you don't know your password, follow the 'Forgot Your Password' wizard.

Select 'Your Profile' from the left hand menu

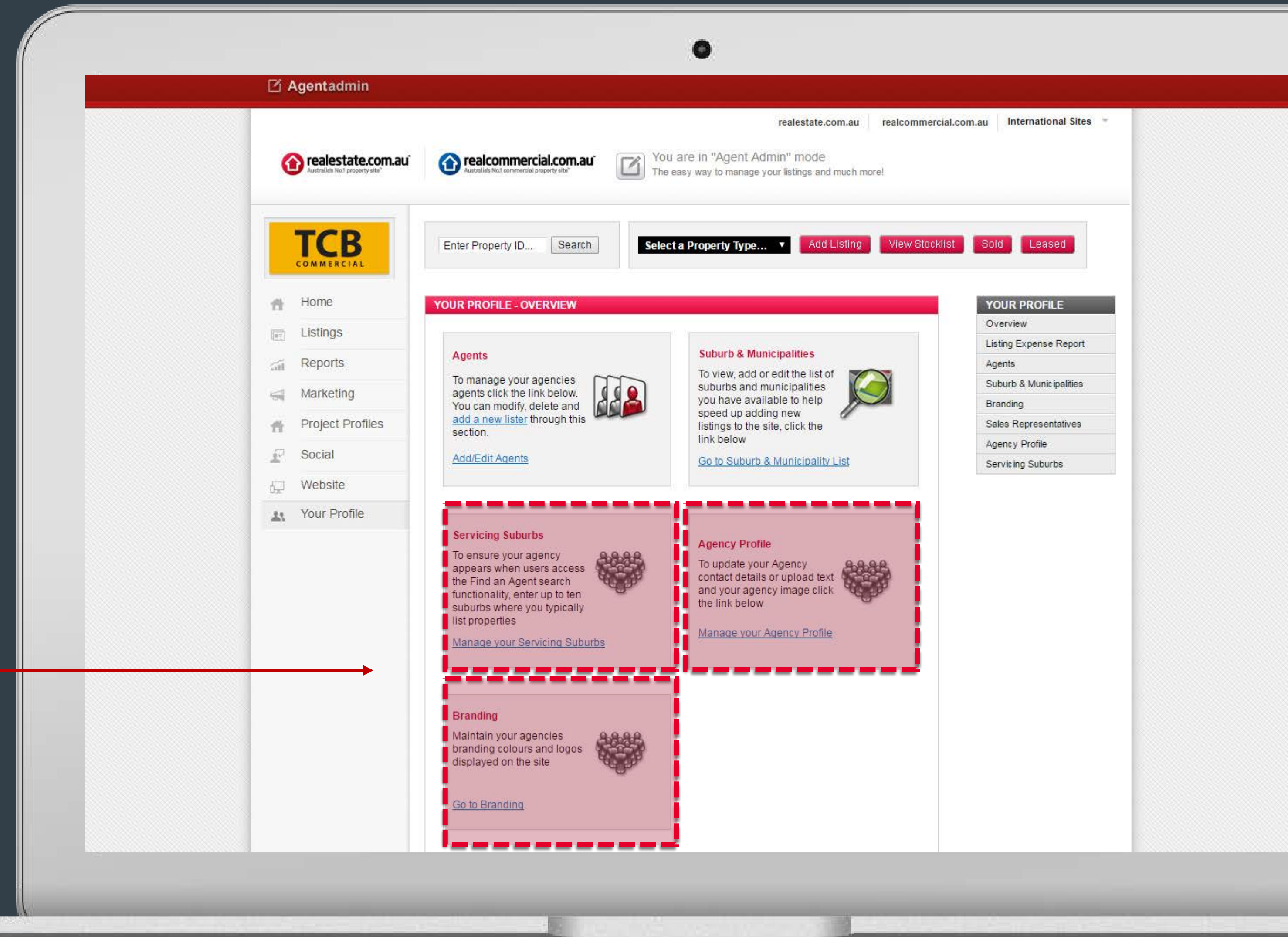


STEP 2: Navigate to each of the sections to update



After navigating to the 'Your Profile' tab there are 3 relevant sections from which you can update your agency profile:

- Servicing Suburbs
- Agency Profile
- Branding

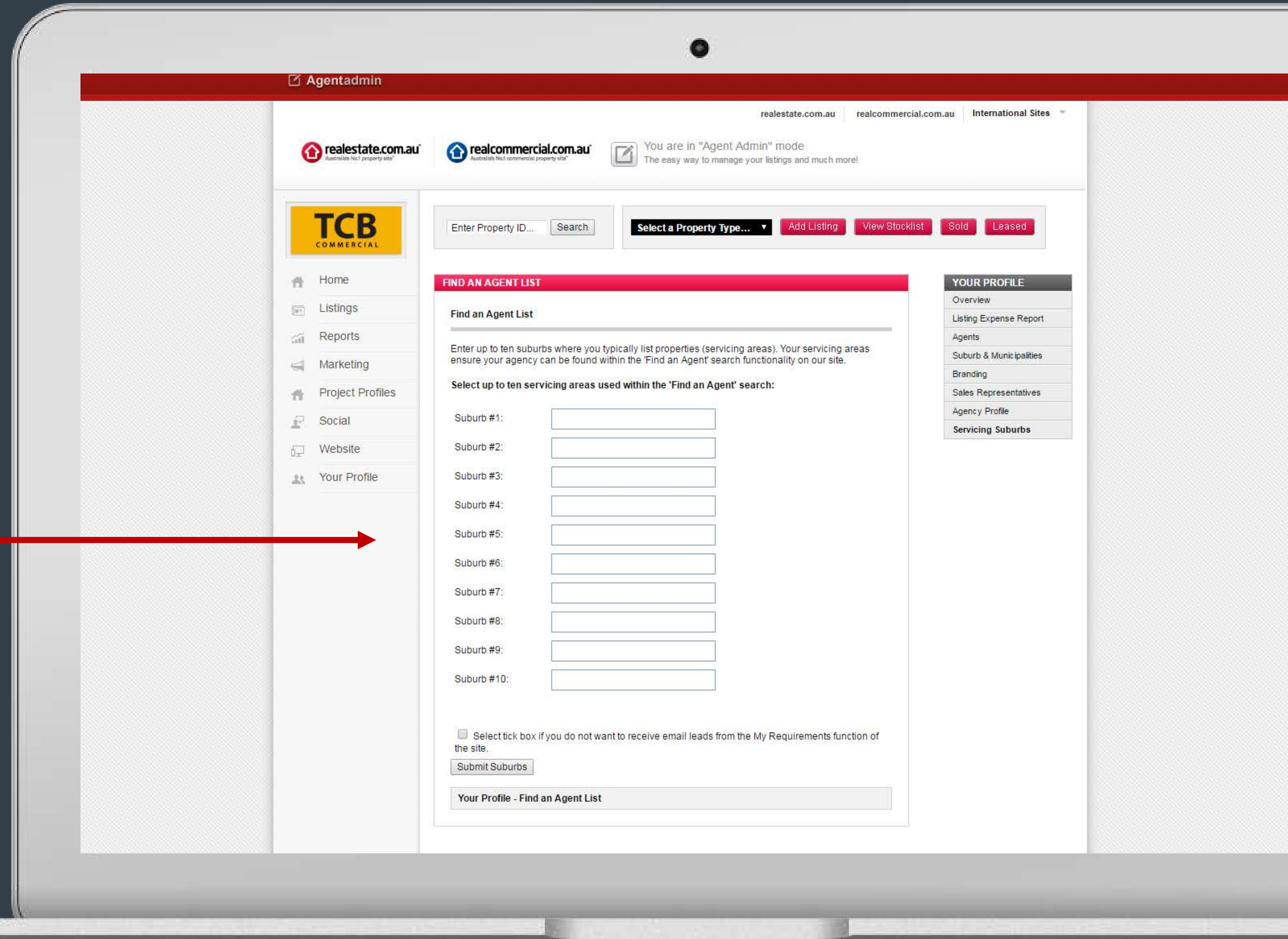


STEP 2A: Click into the 'Servicing Suburbs' section



On the 'Servicing Suburbs' tab you can enter up to ten suburbs where you typically list properties (servicing areas).

Your servicing areas ensure your agency can be found within the 'Find Agents' search functionality on our site.



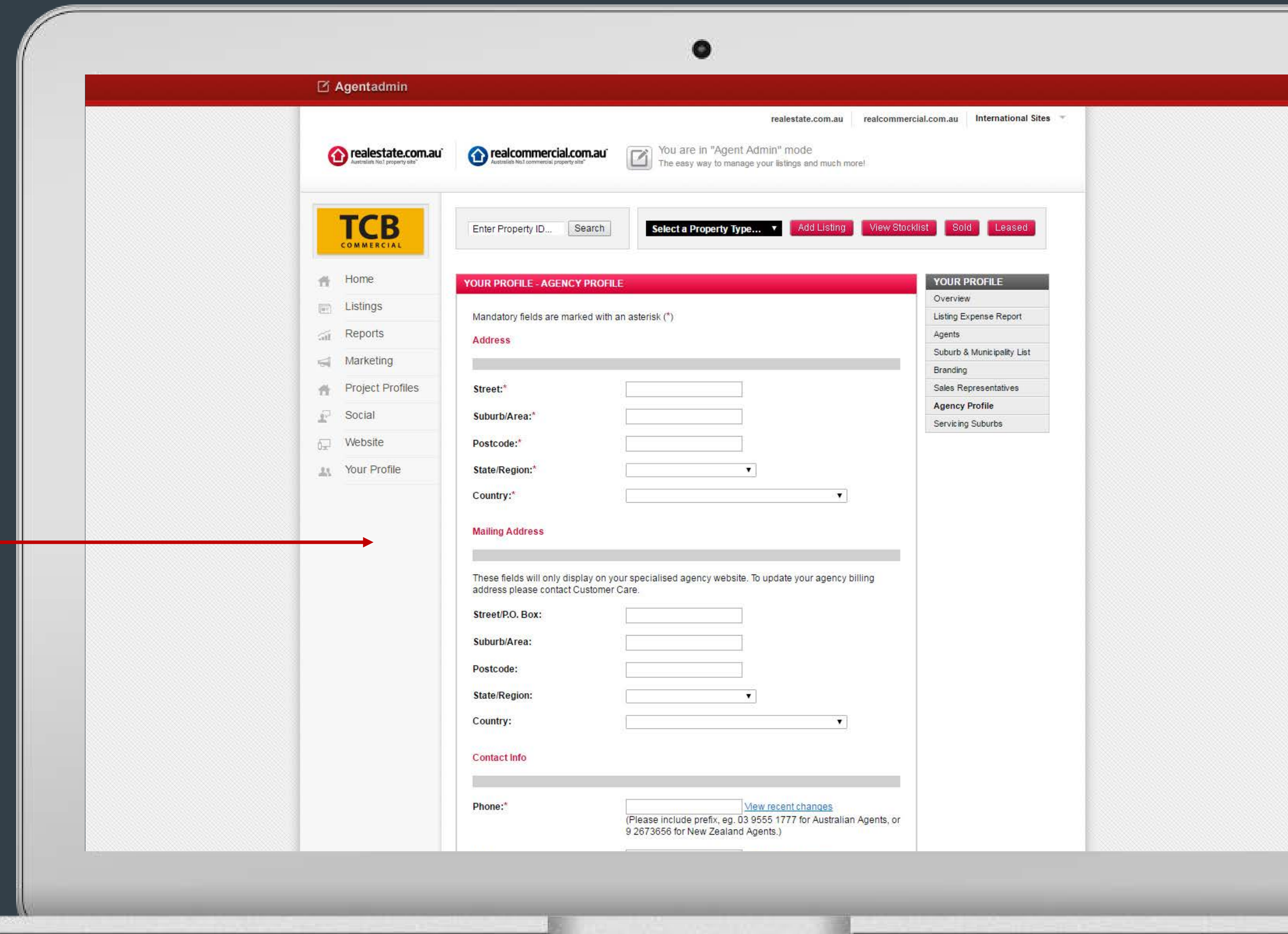
STEP 2B: Click into the 'Agency Profile' section



As the name suggests, the 'Agency Profile' tab contains much of the content that appears on your Agency Profile.

From this section you can update:

- Office location
- Contact details
- Principal details
- Office description



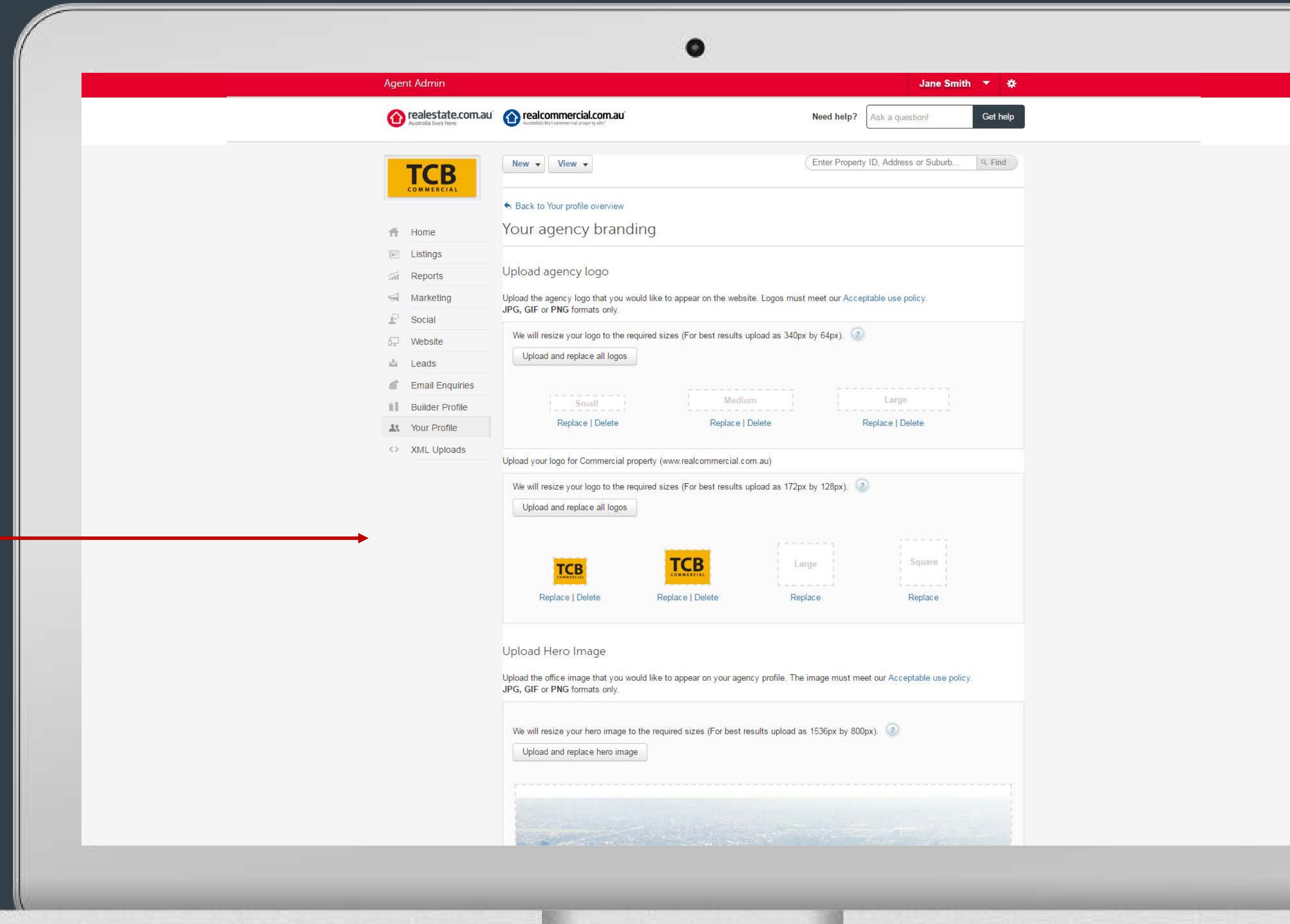
STEP 2C: Click into the 'Branding' section



The 'Branding' tab houses the key elements which impact how your agency is referenced on realcommercial.com.au

From this section you can update:

- Agency logos
- Hero image
- Agency brand colours





Got more questions?

REACH OUT TO YOUR ACCOUNT MANAGER
