# Updating your Agent Profile



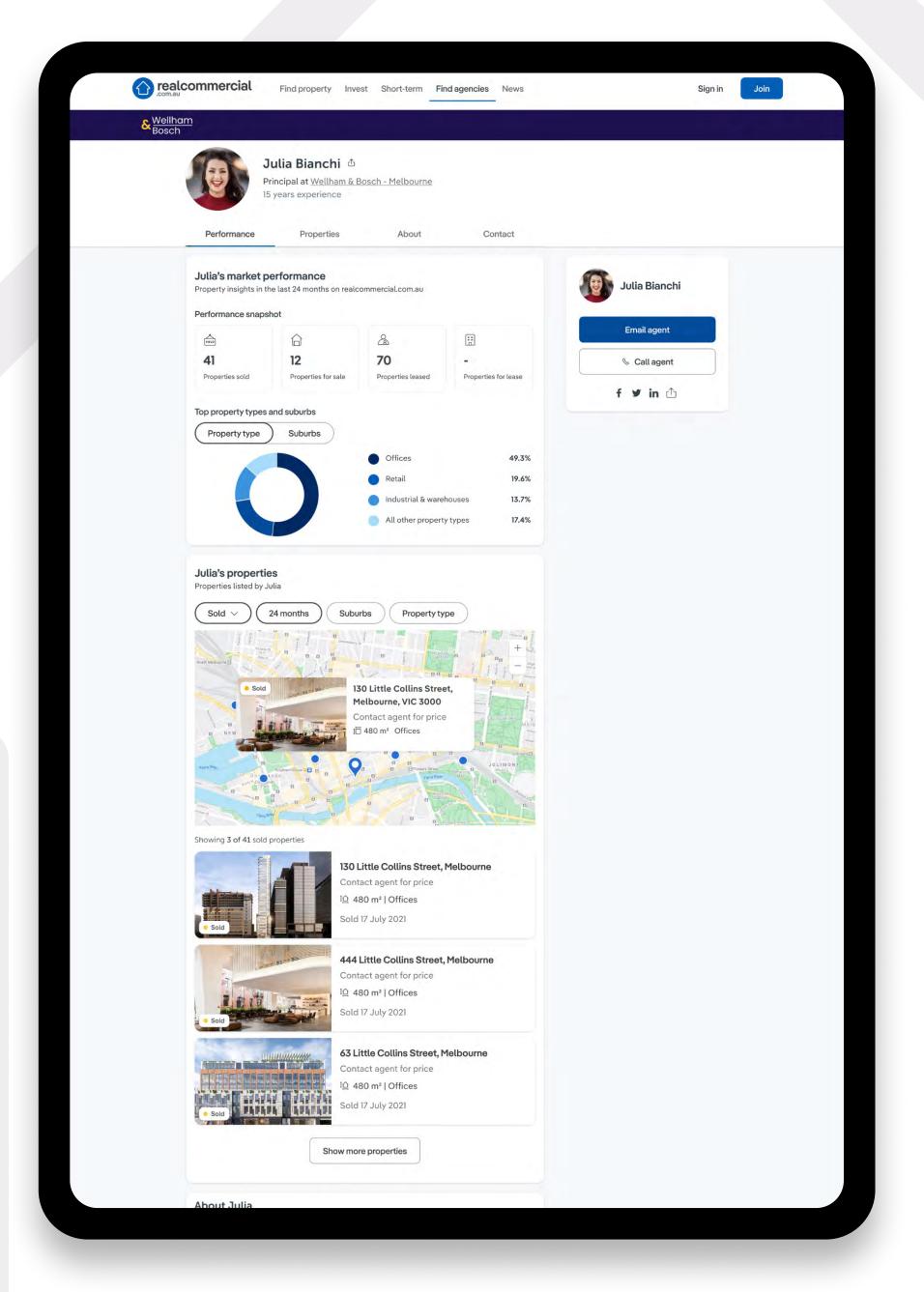
Quick reference guide



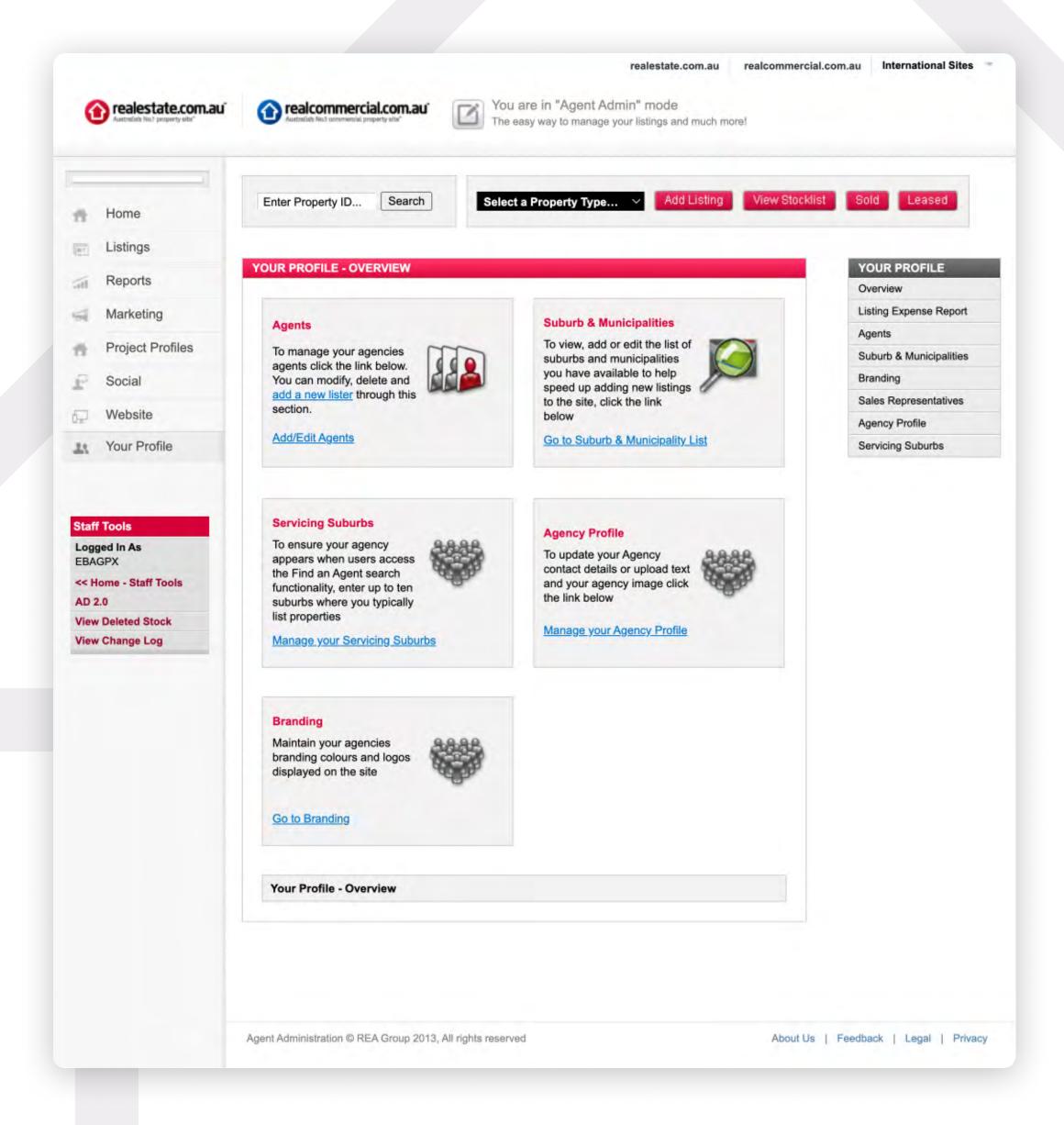
## Agent Profiles on realcommercial.com.au

Free with your subscription, your Agent Profile is the place to win new business by presenting yourself to Australia's largest audience of commercial landlord and vendors<sup>1</sup>.

Our new Agent Profiles have been built to promote your sales track record and encourage more sellers and landlords to connect with you.



Simply log into Agent Admin and navigate to the Agents section within Your Profile to make your updates.





### Updating your Agent Profile

Your Agent Profile is updated through your Agent Admin account.

- 1 Log in to Agent Admin: <a href="https://secure.realestate.com.au/sign\_in">https://secure.realestate.com.au/sign\_in</a>
- Go to the 'Your Profile' section by clicking the link on the left hand navigation and then click "Add/Edit Agents". From there, you can select the Agent Profile from your agent list that you wish to edit. Please note, if you do not have access to Agent Admin, best to reach out to your Director or office admin to complete your profile.

#### **Work Details**

In this section you can update:

- Job Title
- Email
- Mobile
- Business Phone
- Profile Image

#### **Personal Details**

In this section you can update:

- First and last name
- Start year in the industry
- License number
- About Me
- Awards
- Specialties
- Community Involvement
- Cover Image

#### **Professional Video**

In this section you can upload a video.

- Video Title
- Video URL (your video must be available on YouTube to be made available on your profile)

#### **Promotional Media**

In this section you can provide URLs to any social media profiles you have.

- Twitter
- Facebook
- LinkedIn



## Got more questions?

Reach out to your Account Partner

