

How do I...

Update email Address

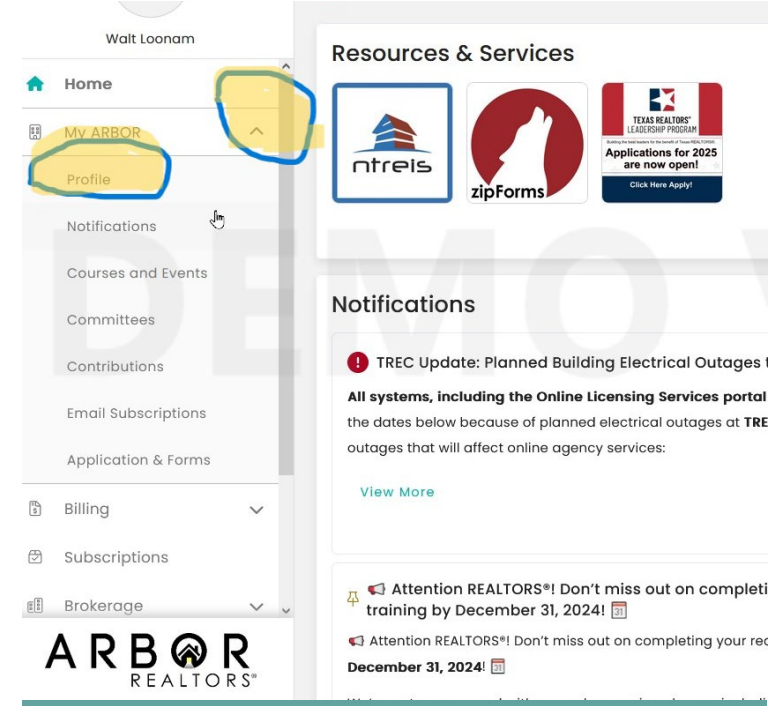
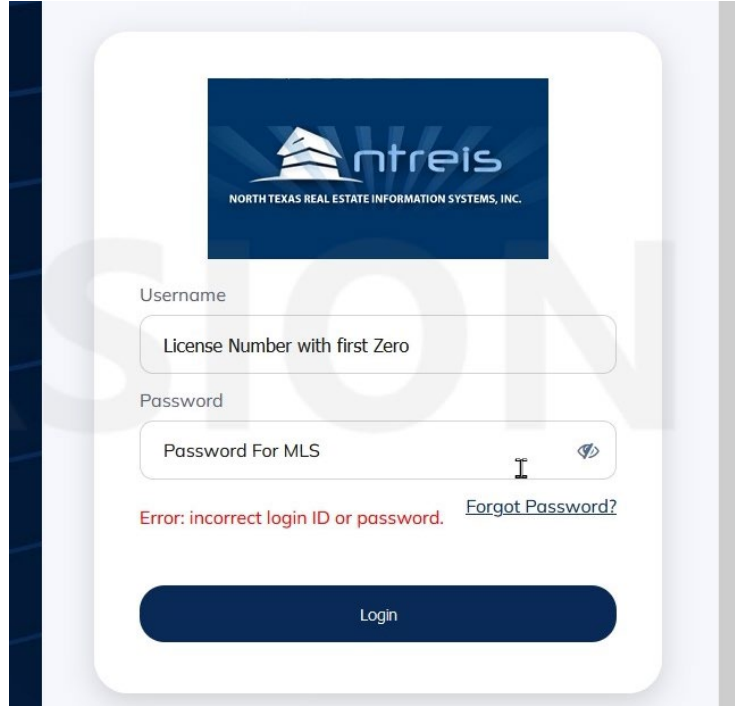
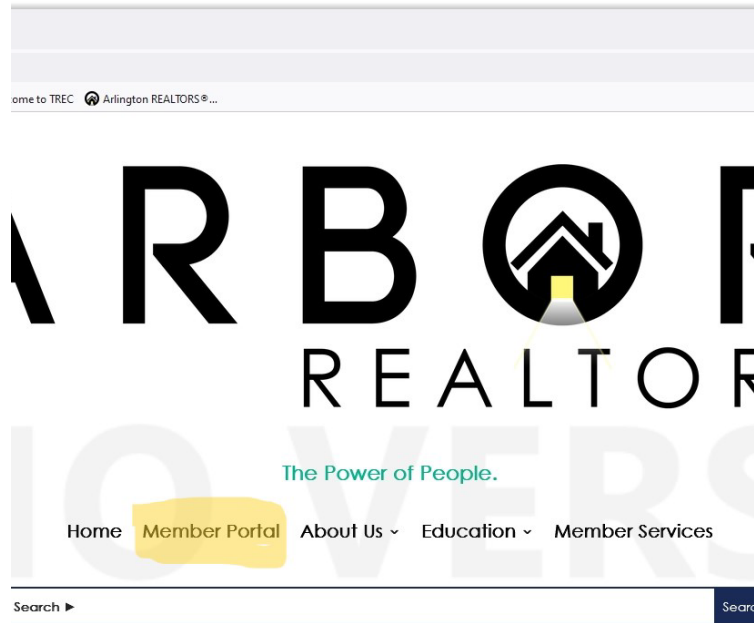


Steps to change your email in Tangilla

- 2 different areas where your email is saved.
- Where the changes will happen
- How soon will the change happen
- What email should you use
- Final tips & takeaways



ARBOR Member Portal System



Sign Into Your Portal At ArlingtonRealtor.com

Click the Downward V Next to My ARBOR and then Click Profile

First name: Walt

Last name: Loonam

Mobile email: -

(817) 701-2490

Edit Profile

Profile details

First name

Walt

Preferred name

Walt

Middle name

Last name

Loonam

Email

Walt@ArlingtonRealtor.com

Billing CC Email

Generation

Mobile area

817

Mobile number

701-2490

Cancel

Save Changes

Click Edit Profile in the Lower Right Side Of Screen

You can update your preferred first name, email, and phone number for your ARBOR Account. ***NOT MLS***

Those steps only update your ARBOR account!

Used for Billing, Communication, Class Registration, and Update NAR and TR

Those steps will NOT update any of your MLS information

It will not update your TREC account

This system update takes anywhere from 15 minutes to a full business day

Please let us know at Membership@ArlingtonRealtor.com or call us (817)701-2490 if you have any issues



Updating your MLS Information

Our online portal also allows you to update your MLS Information for email and phone

Your email should be short and concise.

Can be a company/team provided

Can be your own branded email

ARBOR does not recommend using your personal email for your work email

Your phone number will be used for customers, clients, and other agents to communicate with you

Will also be used for texting so ensure your message is professional

Keep your voicemail clear, you don't want it so full that you don't get that important message.

Subscriptions
Arlington Board of Realtors (MLS ID: STAFFA)

Filter by: ARBOR Membership NTREIS MLS [Select All](#)

ARBOR Membership Active

Staff
Valid until: 31-Dec-2025
NRDS: 784504129

Arlington Board of Realtors (STAFFA)

Salesperson Lic: #0554411
Expiration date: 30-Apr-2024

[Details](#)

NTREIS MLS Active

Staff MLS User
Valid until: 31-Mar-2025
NRDS: 784504129

Arlington Board of Realtors (STAFFA)

Salesperson Lic: #0554411
Expiration date: 30-Apr-2024

MLS Login: 0554411

[Details](#)

Contact

Arlington Board of Realtors

Salesperson
License: 0554411
Expiration date: 30-Apr-2024

MLS Login: 0554411

(817) 701-2490
walt@arlingtonrealtor.com
<https://www.arlingtonRealtor.com>

Further down the list on the left of the screen, Click the Subscriptions Tab

Click the Details Button on the lower right of NTREIS MLS

Then Click the EDIT box next to the Contact Information

Updating your MLS information

Edit Contact

You can specify the details that you would like associated with your profile for Arlington Board of Realtors.

Phone
(817) 701-2490

Email *
walt@arlingtonrealtor.com

Website
<https://www.arlingtonRealtor.com>

Cancel Save Changes

1. You can only update your contact information
2. Remember the rules from previous screen
3. Copy and paste your website to prevent misdirects
4. Ensure you have `https://www.DOMAINNAME.***` as your format



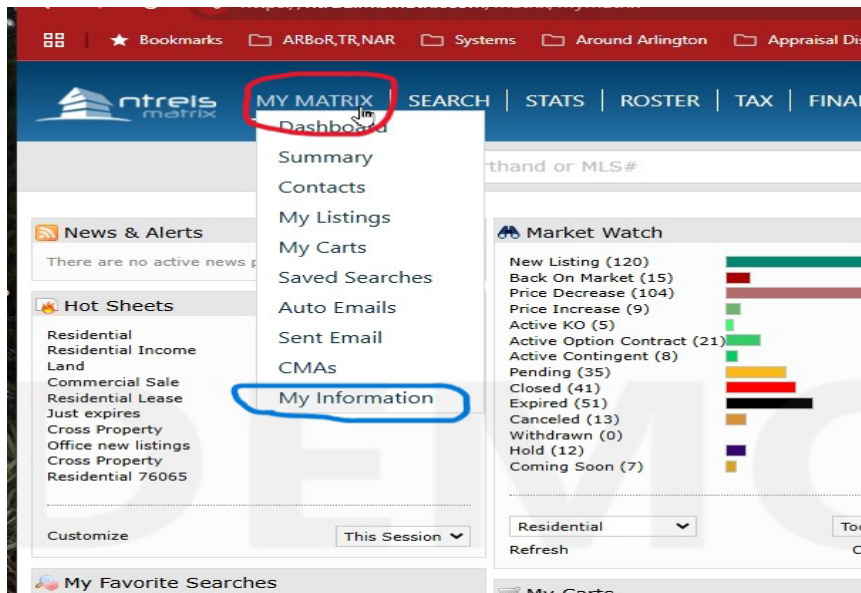
Check Your Work

As you did before...

Wait at least 15 minutes for the system to update.

Go into the MLS, Matrix Program, and hover your cursor over the **My Matrix** Tab

Click on the bottom item **My Information**



Important Reminders

This will update your information for new member searches and new listings that you input

You will need to open all of your current listings, in whatever status, and refresh your agent information

Open your MLS listing, go to the Agent/Office Tab and click refresh next to your name and then save the listing

All closed properties will not be able to have contact information updated



Thank you

Your ARBOR Team

817-701-2490

Membership@arlingtonrealtor.com

MLSsupport@arlingtonrealtor.com

<https://arlingtonrealtor.com/>