Changing Your Contact Information in MMSI

Realcomp is currently using MMSI as their bill-pay program. Within this program is also where you will update your personal information, such as phone numbers and email addresses, when they change.

1. Click on the MMSI Portal icon on the Realcomp Dashboard.

MMSI Portal

2. Click Edit in the upper right of the My Profile widget.

3. On the My Profile page, you have 4 tabs; Personal, Payment on file, Photo and Password.

    Personal – You can update your home address, phone numbers, website, email address and SentriLock email address. Be advised that Direct Phone is the phone number that will appear on your listings. The regular email address field is the one that will be used by Realcomp and display in RCO3. The SentriLock email address is the one that will be used by SentriLock, where you must have a unique email address for registration. Make any desired changes and click the green Update button.

    Payment on file – The Payment on file tab allows you to store credit card or checking account information to use for future payments. You also have the option to allow this payment method to be used for AutoPay. To store your payment information, select Credit card or Checking at the top of the page and complete the requested information. The default selection will initiate Autopay for future payments. Change this to "Store my payment type on file but do not sign up for Autopay" if you do not want Autopay selected. Click the green Submit Profile button at the bottom of the page to save this information.
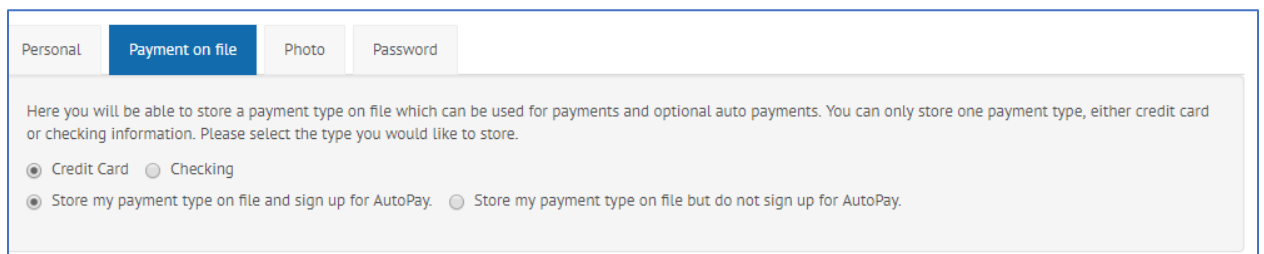
Photo – To change your photo, click the green Update button. Click the Choose File button to go to your computer's file explorer. Navigate to where the desired photo is stored and click Open. Change the size of the lighter circle and/or move it to select the desired part of the photo. The sample below the editing window will show how the photo will upload. The portion within the circle will be what displays on the MMSI Portal's homepage. Click the blue Submit button to save when finished. **Please note: Updating your photo in MMSI does NOT update your photo on RCO3 or any other Realcomp program.**

Password – Click the Update Password button to be taken to the Clareity SafeMLS page to change your Realcomp login password.
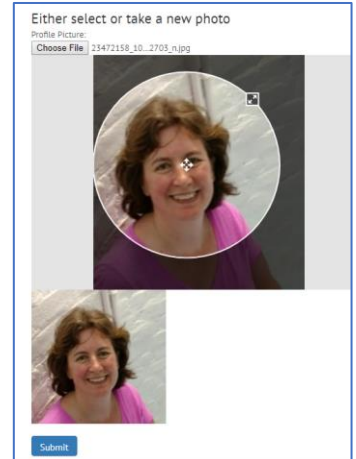
If you have additional questions, please contact Realcomp's Customer Care department at (866) 553-3430 for assistance 7 days a week.