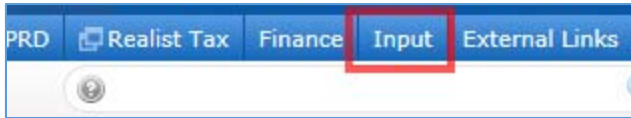




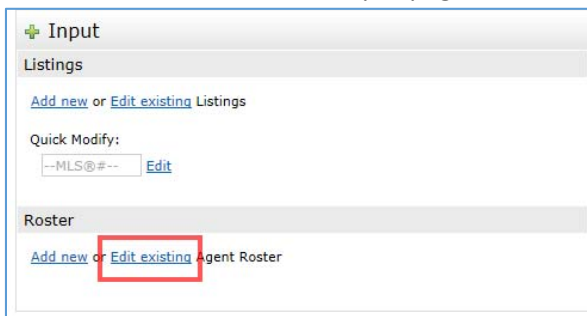
How to Add Your Photo to RCO3® Agent Search

When another agent searches for you in RCO3®, there is an agent photo as a part of the profile. You can upload/change that photo through the Input tab.

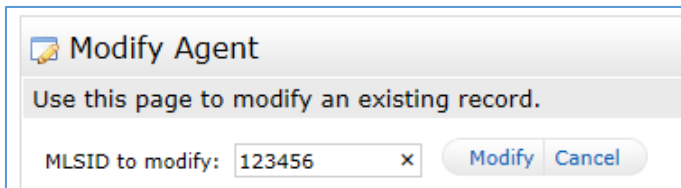
1. Click the Input tab at the top of the RCO3® page.



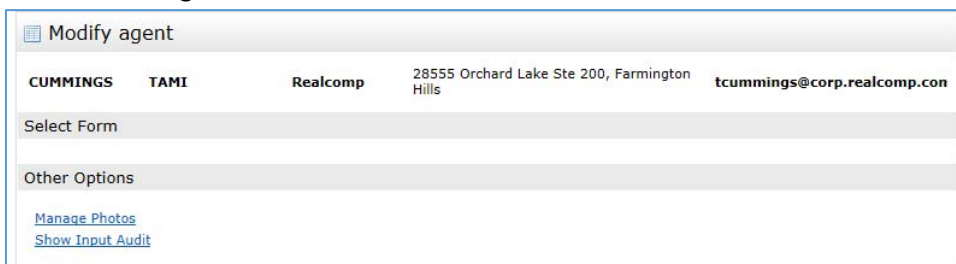
2. In the Roster section of the Input page, select Edit Existing.



3. Enter your Agent ID in the field “MLSID to modify:” and click Modify.



4. Click the Manage Photos link.



5. Click Browse to open the Windows file explorer and locate the photo that you wish to upload and click Save. This will automatically add the chosen photo to your information in RCO3®

NOTE: Agents that have no listing or photo input rights will not have the Input tab and will not be able to upload their photo.

If you have additional questions, please contact Realcomp Customer Care at (866) 553-3430.