

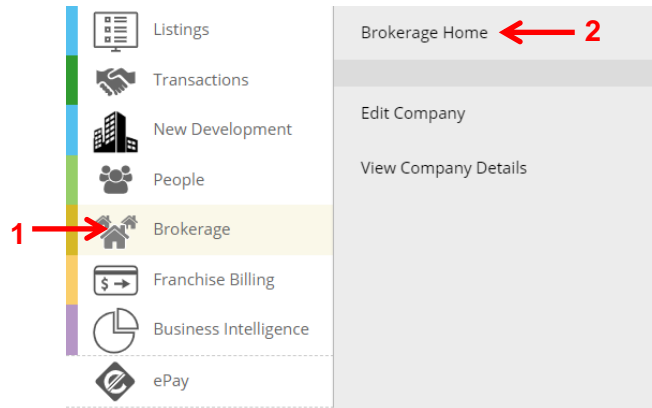
Add Social Media Sites to Office Information

It is very easy to add Social Media sites information to your office(s) in dash. Once entered, the social media site icon will appear on your office page to provide consumers the ability to access your social media sites like Facebook, Twitter, LinkedIn and more. To add social media sites, follow the instructions provided below.

To Add Social Media Sites

The first step is to locate your office in dash...

1. Click **Brokerage** on the left navigation menu.
2. Click **Brokerage Home**.

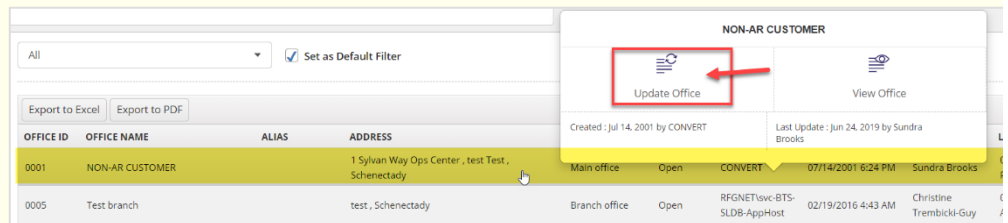


The Brokerage Home page displays. At the bottom of the screen, you will see your office or list of office(s) in your company (if you have multiple offices).

3. Click on the appropriate office from the grid.

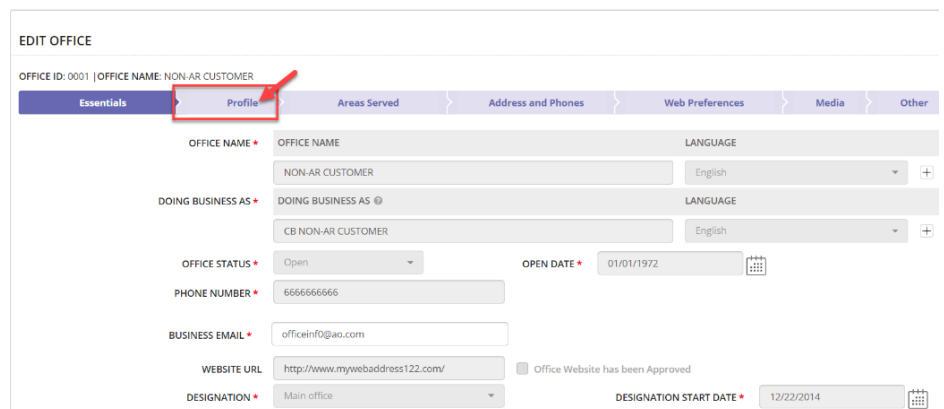
A pop-up menu will appear above the selected office

4. Click **Update Office**.



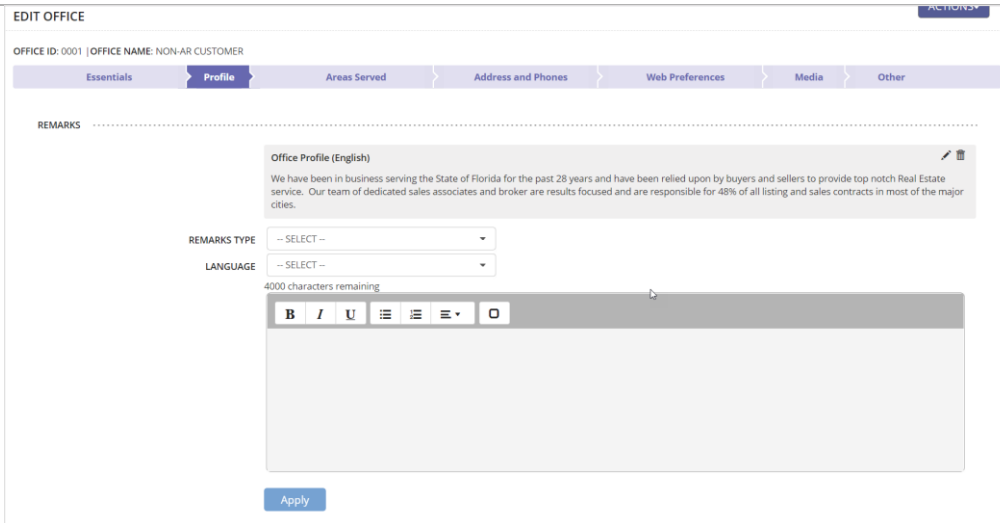
The **Edit Office** screen appears with multiple tabs.

5. Click on the **Profile** tab to access the section in which to enter and associate Social Media sites to the selected office.



The **Profile** section is displayed showing your office profile.

Scroll down to the **Office Websites** section of the screen.



In the **Office Websites** section...

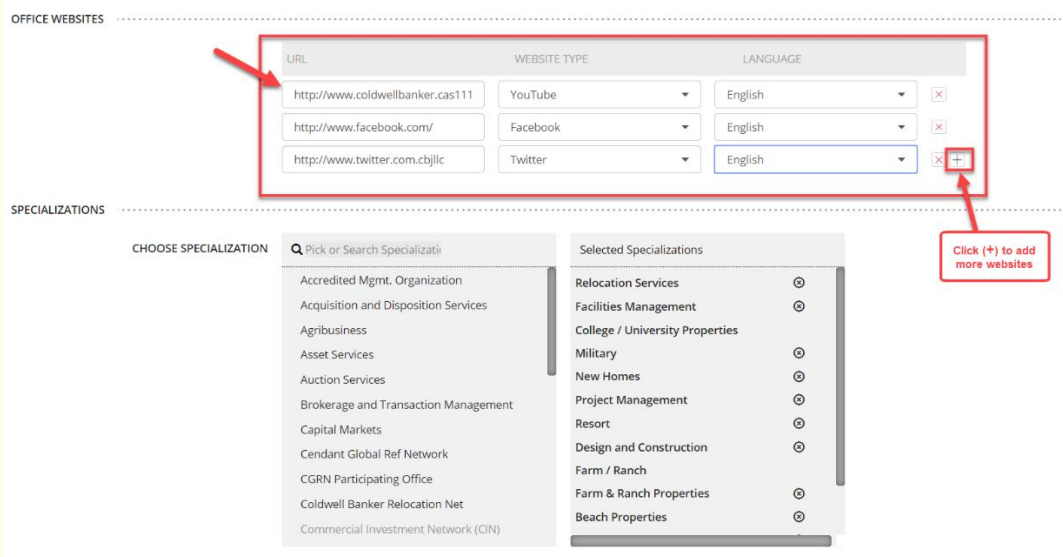
6. Enter the social media site **URL** e.g. Facebook, LinkedIn, Twitter etc.

Note: The URL entered must begin with "http" for the system to accept it.

7. From the **Website Type** drop down menu, select the appropriate website from the list.

8. Next, choose English for the **Language**

Note: You can add multiple social media websites by clicking on the plus (+) sign.



9. Click **Save** at the bottom of the tab after adding or updating social media website information for your office.

