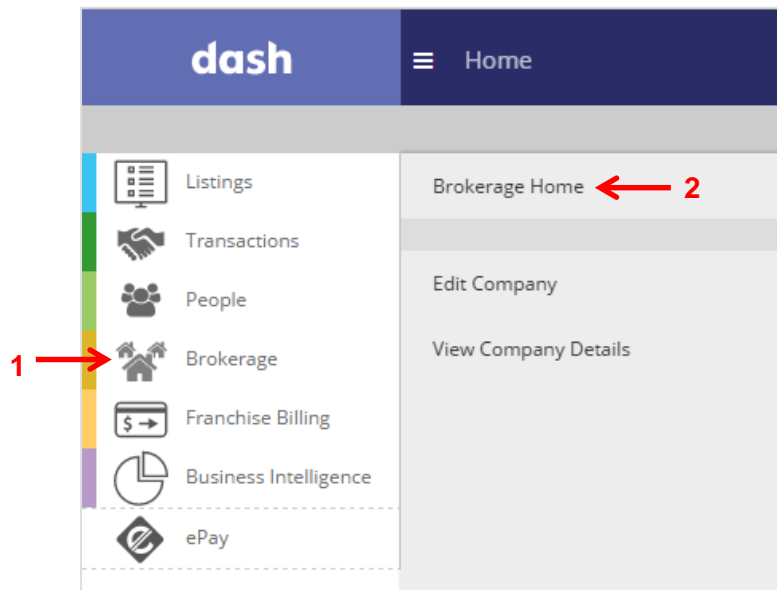# View and Update Office Information

Information specific to your company's office(s) is entered and maintained in dash. You will need to maintain the information and keep it updated, especially those information that will populate public websites.
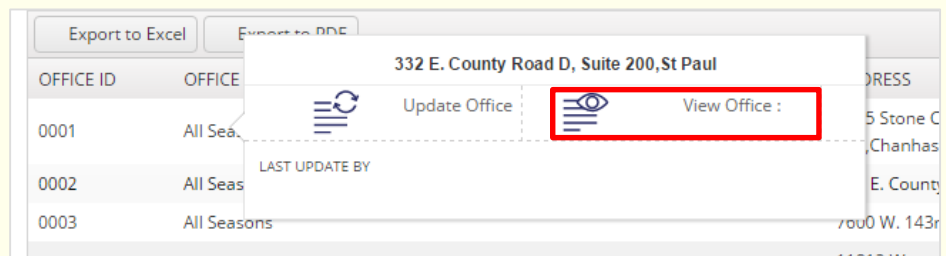
Fields marked with an asterisk (*) are mandatory.

| **To View Office Information:** |
| --- |

| | |
| --- | --- |
| 1. Click **Brokerage** on the left navigation menu. <br> 2. Click **Brokerage Home**. |  |
| The Brokerage Home page displays. At the bottom of the screen, you will see the list of office(s) in your company. <br><br> 3. Click on the appropriate office from the grid. <br> 4. Click **View Office**. |  |
| The Office Information read-only page displays. <br><br> 5. Review the information on each section by clicking the arrow to expand the section. |  |

## To Update Office Information:

1. Click **Actions** on the Office Information page.
2. Click **Update Office**.

*Or*

1. Click on the office at the bottom of the Brokerage Homepage.
2. Click **Update Office**.

The **Edit Office** screen displays.

3. Navigate to the appropriate tab to update the relevant office information.

*Note: Some information is entered and maintained by Corporate and you will not be able to change it. Contact your brand representative should you need to update any of the read-only information.*

4. Click **Save** at the bottom of the tab after making updates to information within the tab.