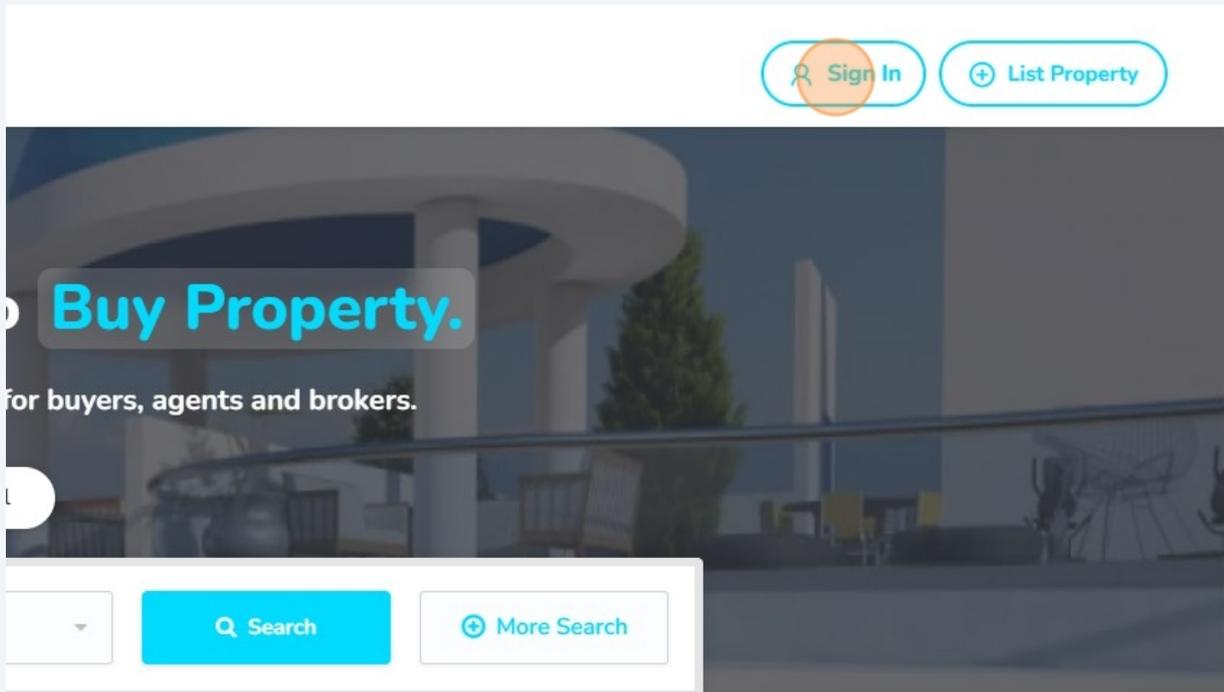
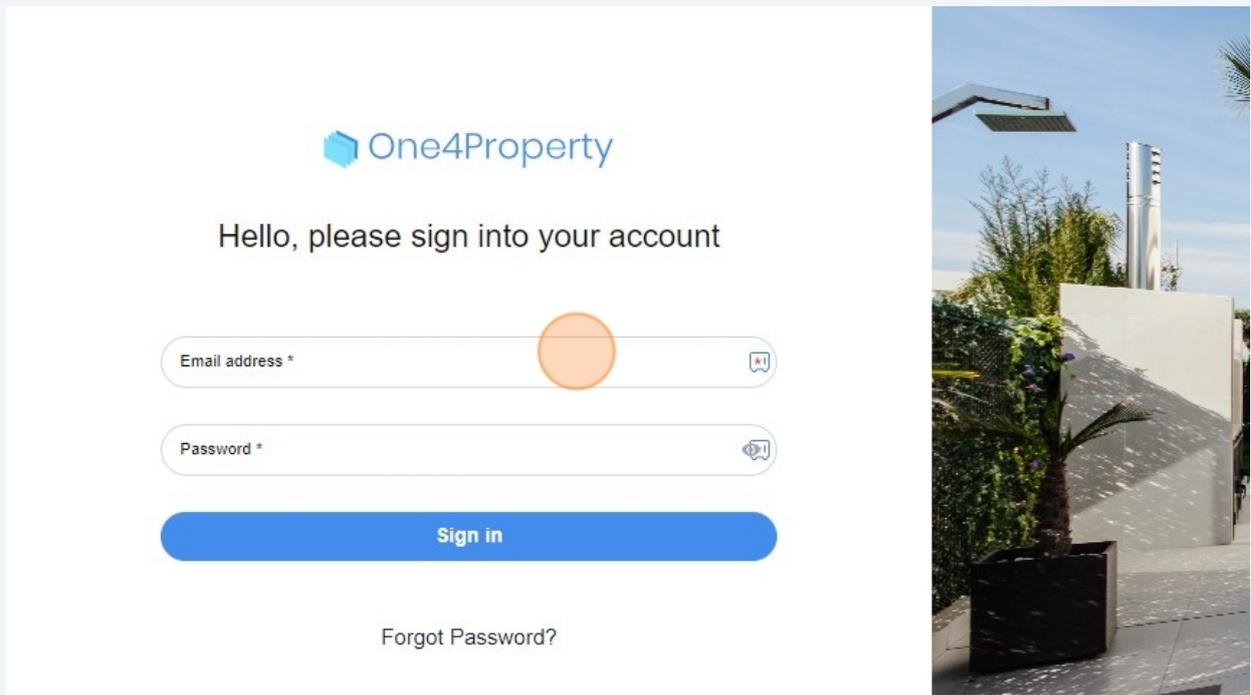


How to Sign In and Edit your Agent Profile on One4Property.com Scribe[®]

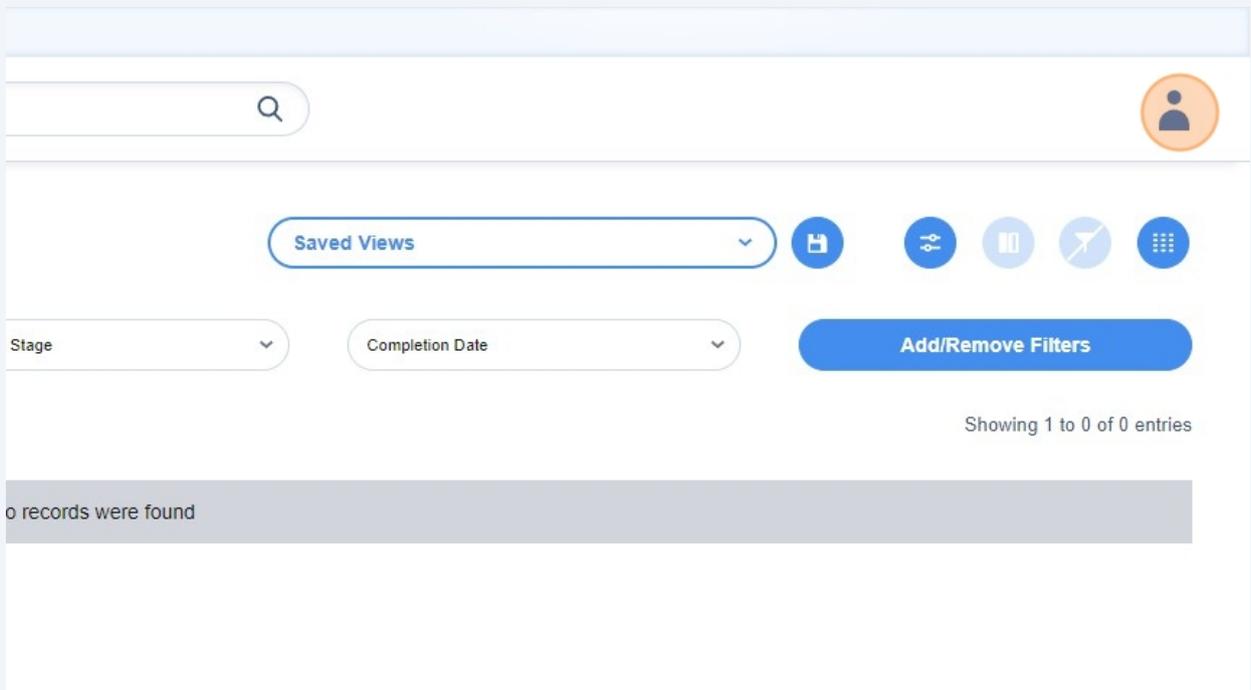
1 Click "Sign In"



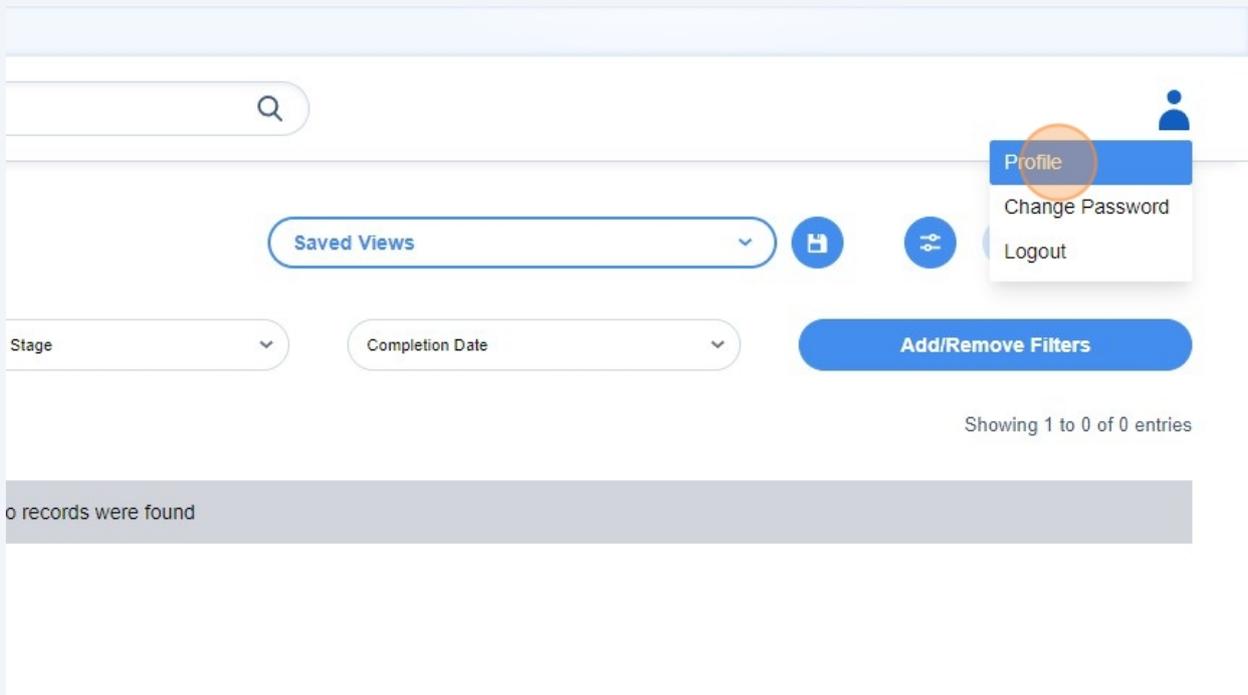
2 Type in your login credentials and click Sign In.



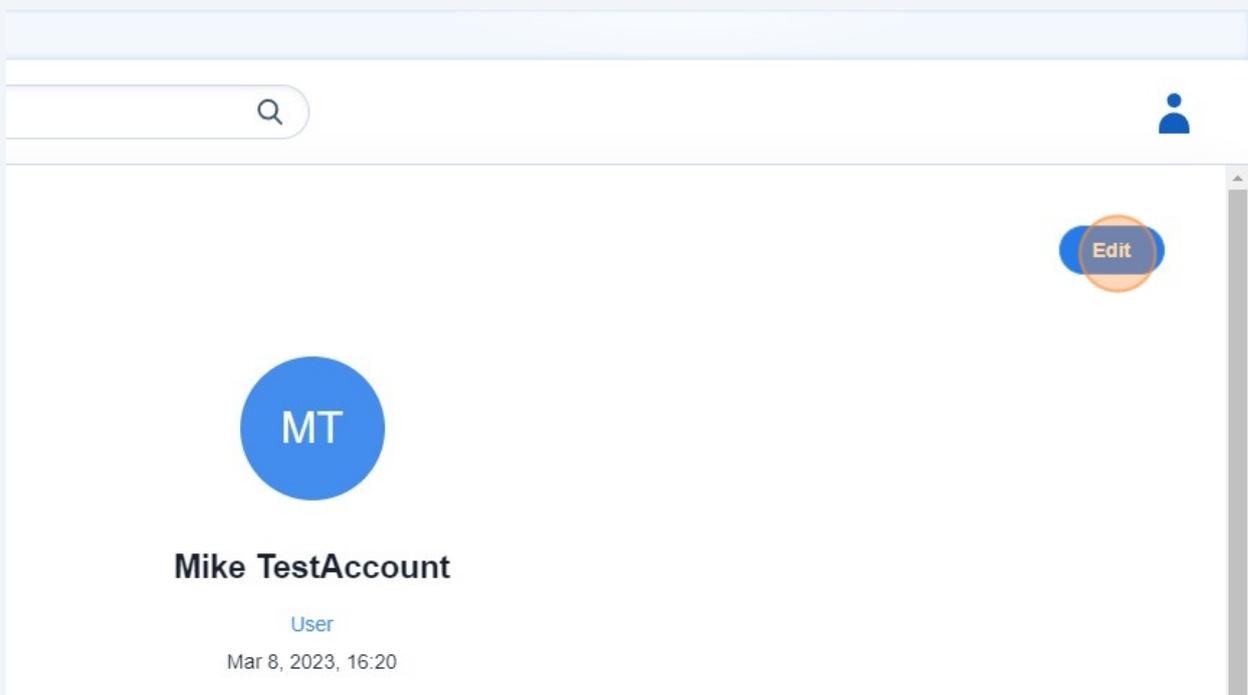
3 Click here.



4 Click "Profile"



5 Click "Edit"



6 Click this text field.

The screenshot shows a user profile page. At the top right, it says 'User' and 'Mar 8, 2023, 16:20'. The main section is titled 'Personal Details' and 'User Personal'. It contains several input fields: 'First Name' with the value 'Mike', 'Last Name' with the value 'TestAccount', 'Country' (a dropdown menu with an orange circle highlighting it), and 'Profile Photo'. Below this is a section titled 'Contact Info' and 'Phone Extensions' with fields for 'Phone', 'Mobile Phone', and 'Phone Extension'. On the left side, there is a vertical sidebar with three menu items, the second of which is highlighted in blue.

7 Select your country.

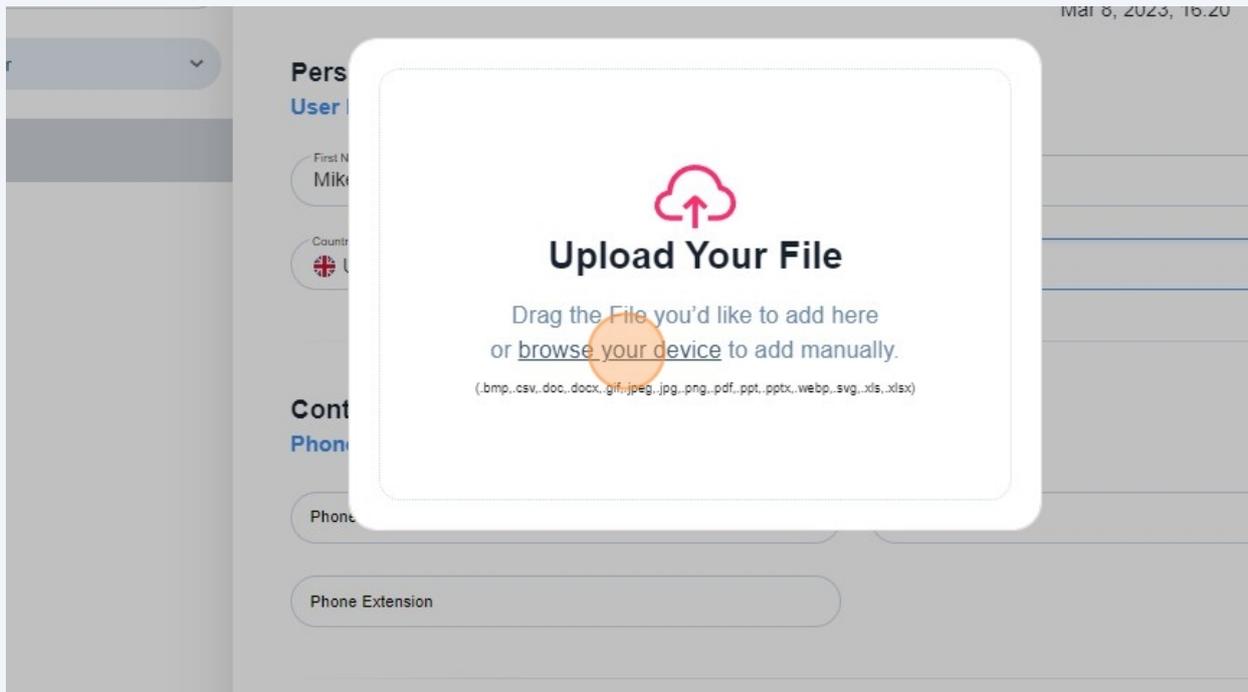
8 In this example I click "United Kingdom"

The screenshot shows a 'Personal Details' form for a user named 'Mike TestAccount'. The form includes fields for 'First Name', 'Last Name', 'Country', 'Profile Photo', 'Mobile Phone', and 'Phone Extension'. The 'Country' dropdown menu is open, showing options for 'United Arab Emirates', 'United Kingdom', and 'United States'. The 'United Kingdom' option is highlighted with an orange circle, indicating it is the selected option.

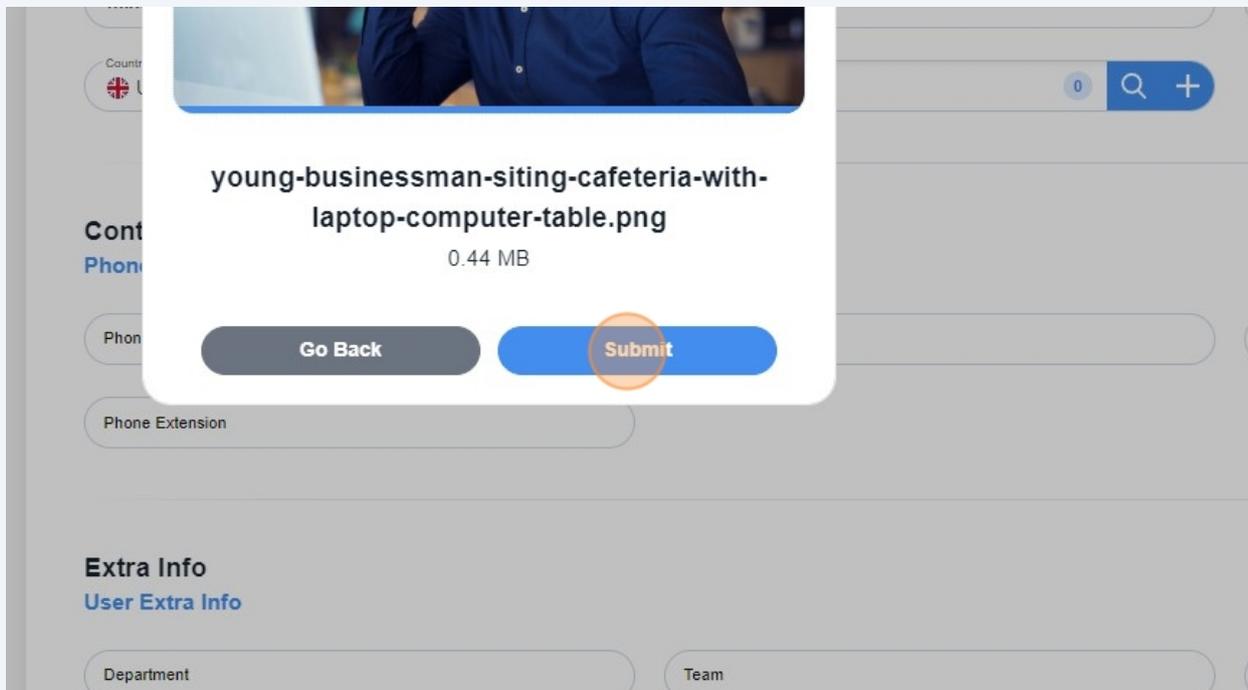
9 Click this button to add a profile image.

The screenshot shows a user profile page for 'User' with the timestamp 'Mar 8, 2023, 16:20'. The profile information includes 'Last Name: TestAccount', 'Email: michael.hein@telefonica.com', 'Profile Photo', 'Mobile Phone', and 'Other Phone'. The 'Profile Photo' field has a search icon and a plus sign button, which is highlighted with an orange circle, indicating it is the button to click to add a profile image.

10 Click "browse your device"



11 Select an image from your computer and click "Submit"



12 Click the "Phone" field.

The screenshot shows a user profile form for a user named Mike. The form is divided into several sections: 'Contact Info', 'Phone Extensions', and 'Extra Info'. The 'Phone' field in the 'Phone Extensions' section is highlighted with an orange circle. The form includes fields for 'Name' (Mike), 'Country' (United Kingdom), 'Profile Photo', 'Mobile Phone', 'Phone Extension', 'Department', and 'Team'.

13 Enter your contact number.

This screenshot is identical to the previous one, but the 'Phone' field in the 'Phone Extensions' section now has a vertical cursor (text insertion point) at the beginning of the field, indicating that the user is ready to enter their contact number.

14 Click "Save"

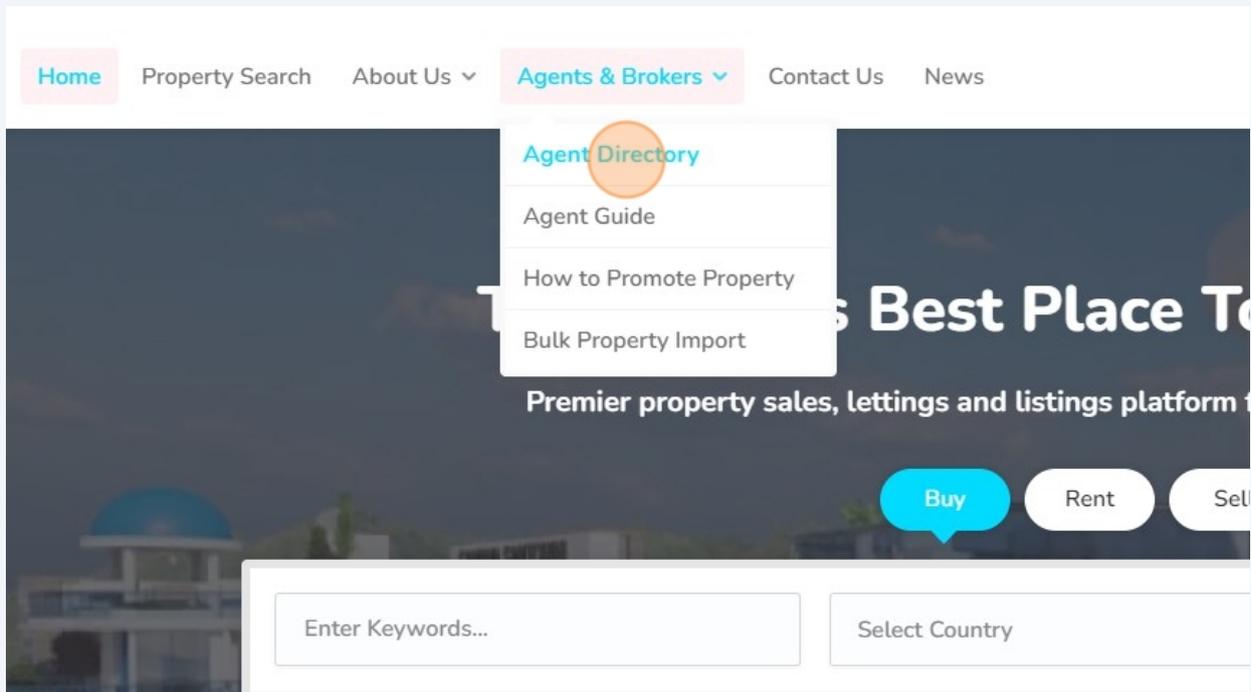
A screenshot of a profile editing form. At the top, there is a search bar with a magnifying glass icon and a user profile icon. Below this, there are two buttons: a dark grey 'Cancel' button and a blue 'Save' button. The 'Save' button is highlighted with an orange circle. Below the buttons, there are two input fields: 'Last Name' with the value 'Hein' and 'Email' with the value 'hello@borg.digital'. At the bottom, there is a 'Profile Photo' section with a search icon, a plus sign, and a small '1' in a circle.

15 Click this icon.

A screenshot of a navigation menu. At the top, there is a search bar with the text 'Search in Projects'. Below this, there are two main sections: 'Projects' and 'Profile'. The 'Projects' section has the subtitle 'Browse our developments' and contains two dropdown menus: 'Location' and 'Alphabetical Order'. The 'Profile' section has the subtitle 'View or edit your profile'. A close icon (an orange circle with a white 'x') is positioned between the two sections and is highlighted with an orange circle.

16

After a few minutes your agent profile will be added to the public website. You can find this in the 'Agent Directory'.



17

Click "View Profile"

