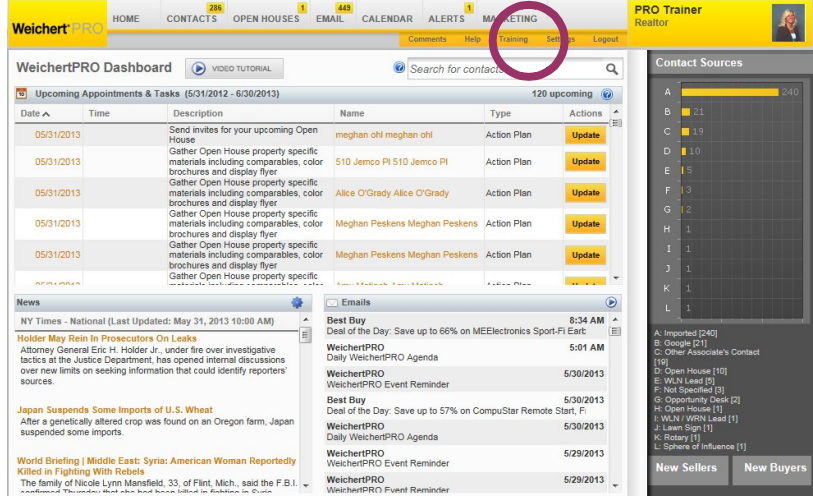
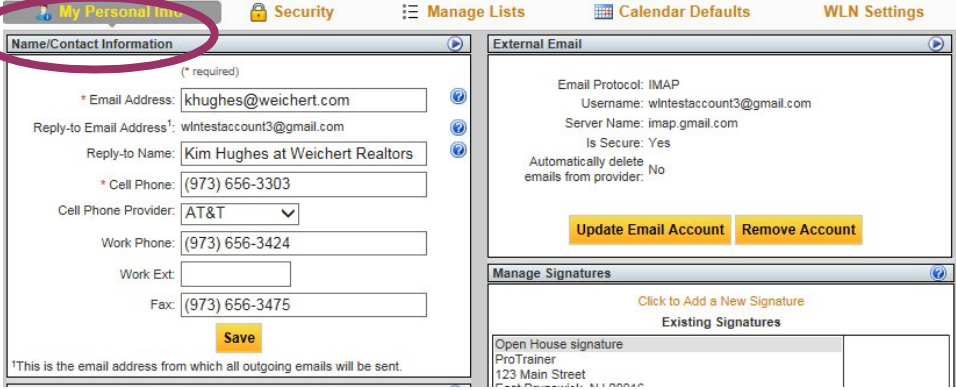


# WeichertPRO Job Aid – Name/Contact Information Setup

As a first-time user to WeichertPRO, there are a few things you will need to set up to ensure you get the most of WeichertPRO. This job aid will show you how to set up your basic contact and personal email information using the 'Name/Contact Information' section accessible from your 'Settings' link. The information you provide here will drive the name/email address that appears on any outgoing emails as well as incoming emails from WLN and/or the WeichertPRO help desk and where they will be received. These settings can be changed at any time.

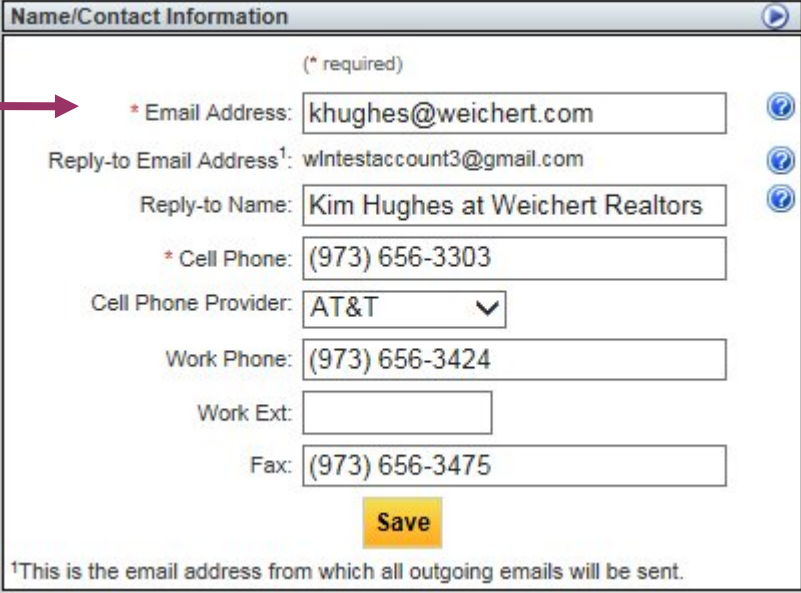
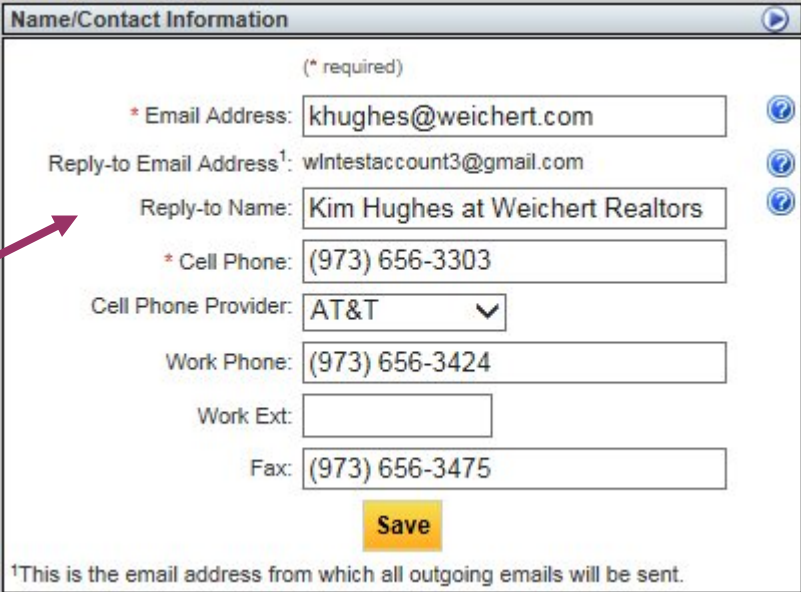
## Name/Contact Information Setup

STEP	SCREEN
<p>1. From the Home screen, click 'Settings'</p>	 <p>The screenshot shows the WeichertPRO Dashboard. At the top, there is a navigation bar with links for HOME, CONTACTS, OPEN HOUSES, EMAIL, CALENDAR, ALERTS, and MARKETING. The 'Settings' link is circled in red. Below the navigation bar, there is a 'WeichertPRO Dashboard' section with a search bar and a table of 'Upcoming Appointments &amp; Tasks'. To the right, there is a 'Contact Sources' sidebar with a list of sources and a 'New Sellers' / 'New Buyers' section.</p>
<p>The Settings screen displays.</p> <p>2. Locate the 'Name/Contact Information' section.</p>	 <p>The screenshot shows the 'Name/Contact Information' settings screen. The title 'Name/Contact Information' is circled in red. The form includes fields for:         <ul style="list-style-type: none"> <li>* Email Address: khughes@weichert.com</li> <li>Reply-to Email Address: wintestaccount3@gmail.com</li> <li>Reply-to Name: Kim Hughes at Weichert Realtors</li> <li>* Cell Phone: (973) 656-3303</li> <li>Cell Phone Provider: AT&amp;T</li> <li>Work Phone: (973) 656-3424</li> <li>Work Ext:</li> <li>Fax: (973) 656-3475</li> </ul>         There is a 'Save' button at the bottom. To the right, there is an 'External Email' section with fields for Email Protocol (IMAP), Username (wintestaccount3@gmail.com), and Server Name (imap.gmail.com). Below that is a 'Manage Signatures' section with a 'Click to Add a New Signature' button and a table for 'Existing Signatures'.</p>

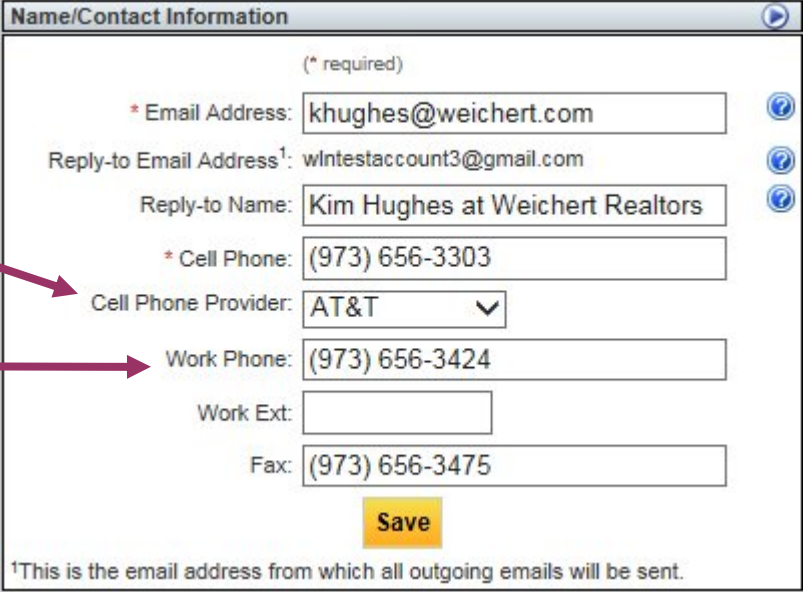
Continued on Next Page

# WeichertPRO Job Aid – Name/Contact Information Setup

## Name/Contact Information Setup

STEP	SCREEN
<p>3. Provide an 'Email Address'</p> <p>'Email Address' is the email where WLN associates will receive lead notifications or correspondence from WLN. It is also the email where you will receive any correspondence from the WeichertPRO Help Desk when using the Comments link.</p>	 <p><b>Name/Contact Information</b></p> <p>(* required)</p> <p>* Email Address: <input type="text" value="khughes@weichert.com"/></p> <p>Reply-to Email Address<sup>1</sup>: <input type="text" value="wlnstestaccount3@gmail.com"/></p> <p>Reply-to Name: <input type="text" value="Kim Hughes at Weichert Realtors"/></p> <p>* Cell Phone: <input type="text" value="(973) 656-3303"/></p> <p>Cell Phone Provider: <input type="text" value="AT&amp;T"/></p> <p>Work Phone: <input type="text" value="(973) 656-3424"/></p> <p>Work Ext: <input type="text"/></p> <p>Fax: <input type="text" value="(973) 656-3475"/></p> <p><b>Save</b></p> <p><sup>1</sup>This is the email address from which all outgoing emails will be sent.</p>
<p>4. Provide a 'Reply-to-Email Address'</p> <p>Setting this up correctly will ensure that your outgoing emails and Marketing emails are branded from you.</p> <p>The 'Reply-to-Email Address':</p> <ul style="list-style-type: none"> <li>• Will appear on any outgoing emails you send from WeichertPRO</li> <li>• Will appear on any emails sent from the Marketing section of WeichertPRO*</li> <li>•</li> </ul>	 <p><b>Name/Contact Information</b></p> <p>(* required)</p> <p>* Email Address: <input type="text" value="khughes@weichert.com"/></p> <p>Reply-to Email Address<sup>1</sup>: <input type="text" value="wlnstestaccount3@gmail.com"/></p> <p>Reply-to Name: <input type="text" value="Kim Hughes at Weichert Realtors"/></p> <p>* Cell Phone: <input type="text" value="(973) 656-3303"/></p> <p>Cell Phone Provider: <input type="text" value="AT&amp;T"/></p> <p>Work Phone: <input type="text" value="(973) 656-3424"/></p> <p>Work Ext: <input type="text"/></p> <p>Fax: <input type="text" value="(973) 656-3475"/></p> <p><b>Save</b></p> <p><sup>1</sup>This is the email address from which all outgoing emails will be sent.</p>

# WeichertPRO Job Aid – Name/Contact Information Setup

<ul style="list-style-type: none"> <li>• Will match the email address that you added as your external email in WeichertPRO</li> </ul>	<p>*Failure to set this up will result in the reply to email address/From field being unbranded with 'Do Not Reply'</p>
<ol style="list-style-type: none"> <li>6. Verify that your cell phone number is correct.</li> <li>7. If you would like to take advantage of the text message reminders, select your cell phone provider.</li> <li>8. Type your work phone number, work extension and fax number accordingly.</li> <li>9. Select 'Save'.</li> </ol>	 <p>The screenshot shows a form titled "Name/Contact Information" with the following fields and values:</p> <ul style="list-style-type: none"> <li>* Email Address: khughes@weichert.com</li> <li>Reply-to Email Address<sup>1</sup>: wlnstestaccount3@gmail.com</li> <li>Reply-to Name: Kim Hughes at Weichert Realtors</li> <li>* Cell Phone: (973) 656-3303</li> <li>Cell Phone Provider: AT&amp;T</li> <li>Work Phone: (973) 656-3424</li> <li>Work Ext: [Empty]</li> <li>Fax: (973) 656-3475</li> </ul> <p>A yellow "Save" button is located below the Fax field. A note at the bottom of the form reads: "This is the email address from which all outgoing emails will be sent." Red arrows from the instructions point to the "Cell Phone" field and the "Work Phone" field.</p>

## Additional Resources:

- For Technical Questions: Call the Help Desk at 973 605 1619
- Or email at: [WLNHELP@WLNINC.COM](mailto:WLNHELP@WLNINC.COM)
- For additional WeichertPRO training and our a library of video tutorials visit: WeichertPRO.com → Training