Get Your Headshot in All the Right Places

Agent Photos in the MLS Ecosystem is a quick, practical tour of the four key photo updates that keep your professional brand consistent across the tools you use every day. Learn where to upload and manage your photos in Matrix and Prospects CRM so they appear correctly in Matrix, MLS-Touch, Stellar Central, and Stellar MLS Home Search.

Your agent photo doesn't live in just one spot — it travels across Matrix, OneHome, Stellar Central, the Stellar MLS Home Search powered by Cribio, Prospects CRM, MLS-Touch, and MLS-Client. This class walks through exactly where each upload lives and how to put a single professional headshot to work everywhere it's needed, so your branding stays consistent across the entire MLS ecosystem.

Four numbered photos — Photo 1, Photo 2, Photo 3, and Photo 4 — are used throughout this class as a teaching tool, so you can easily track which upload location sends your image to which destination.

> **Bonus Tip:** *In real life your workflow can be simple: you may use the same professional headshot for every upload location across the MLS ecosystem. The four photos are a teaching tool — not four required headshots.*

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Quick Reference: Your Agent Photo Map

Four photos, five upload locations. Use this table to see at a glance where each numbered photo needs to go and everywhere it will show up once it's uploaded.

NOTE – IT CAN TAKE UP TO 24 HOURS FOR SOME OF HTE AGENT PHOTOS TO DISPLAY!

PHOTO	UPLOAD LOCATION(S)	SHOWS UP IN
Photo 1	Matrix Settings → Header & Footer Matrix Settings → OneHome	Matrix Printer Header, Matrix Agent Web Page, Email Signature (optional), OneHome Portal
Photo 2	Matrix Settings → CMA Cover Sheet	Matrix CMA Cover Sheet, Matrix Email Signature (optional)
Photo 3	Matrix → Agent Roster	Stellar MLS Home Search powered by Cribio, Stellar Central Photo
Photo 4	Prospects CRM → Configuration	Prospects CRM, MLS-Touch

PHOTO 1: Matrix Print Header & OneHome

Scenario: Upload your professional headshot as Photo 1 to power your Matrix print header, your Matrix Agent Web Page, and your OneHome portal greeting.

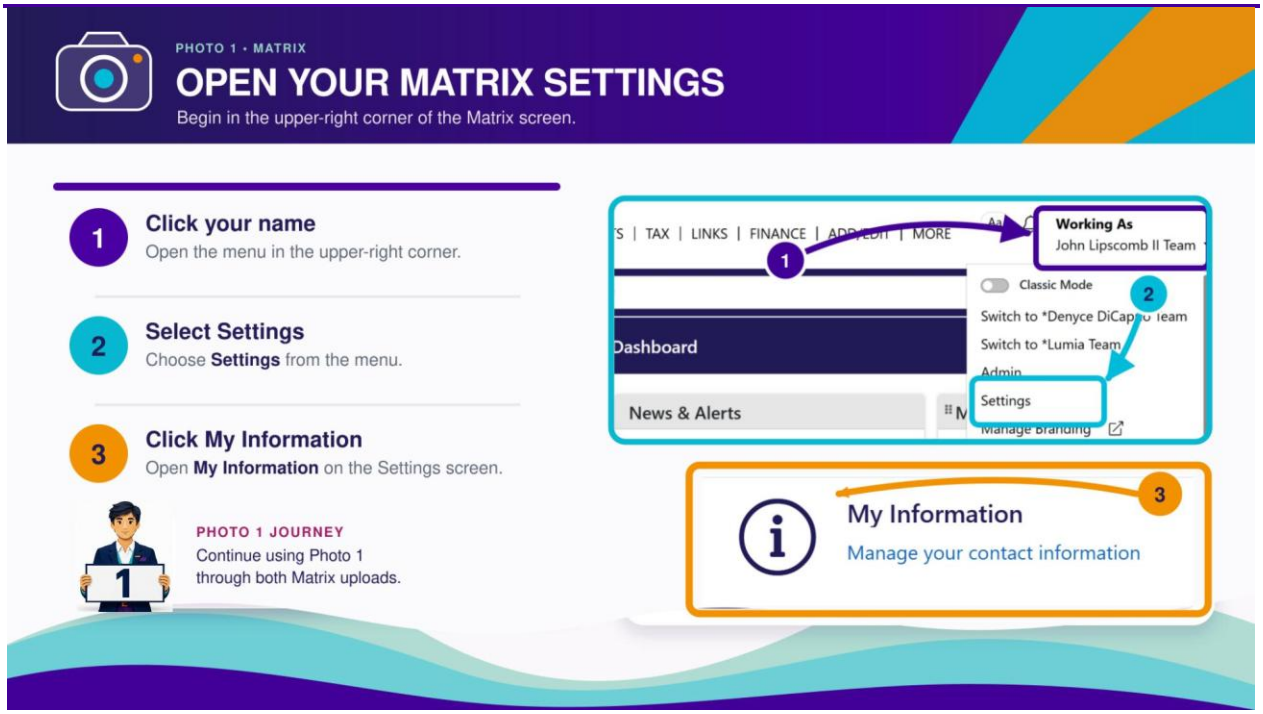
> **The Perfect Photo for Matrix:** *Use a professional headshot. For best quality, Stellar MLS recommends a photo of at least 1131 × 1696 pixels.*

First stop: Matrix Settings.

Step 1: Click your name — Open the menu in the upper-right corner of Matrix.

Step 2: Select Settings — Choose Settings from the menu.

Step 3: Click My Information — Open My Information on the Settings screen.

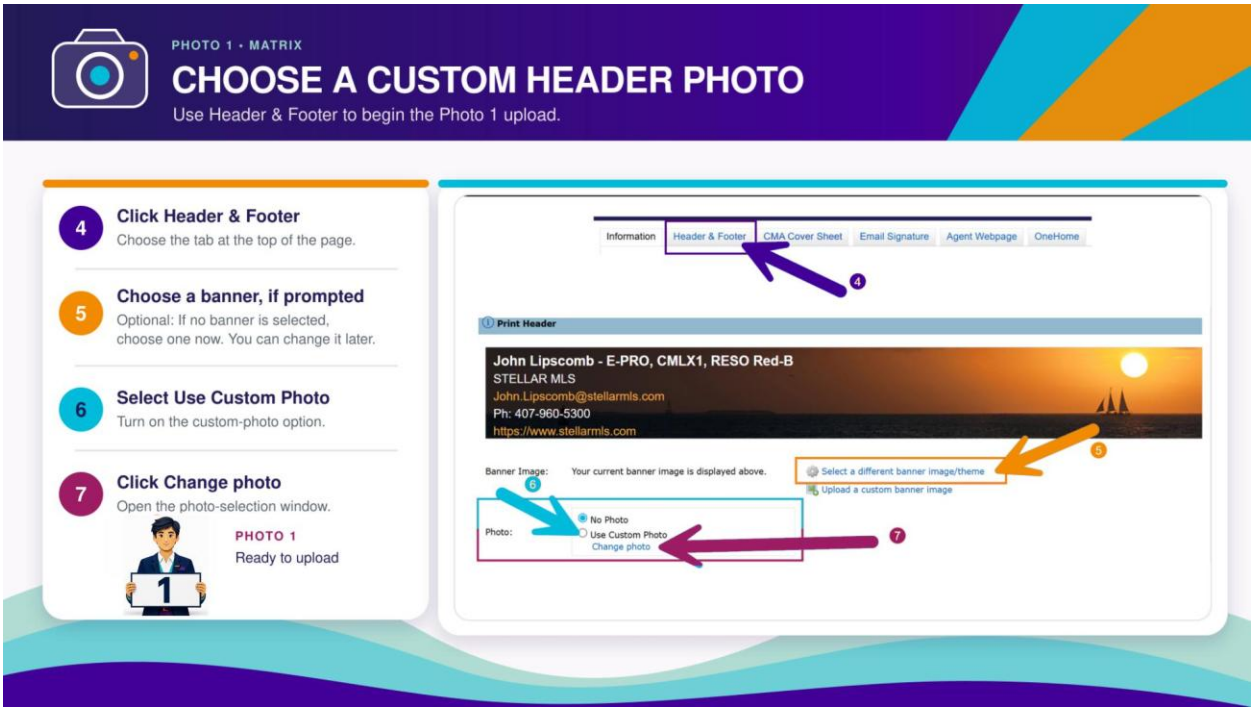


Step 4: Click Header & Footer — Choose the tab at the top of the page.

Step 5: Choose a banner, if prompted — Optional: if no banner is selected, choose one now. You can change it later.

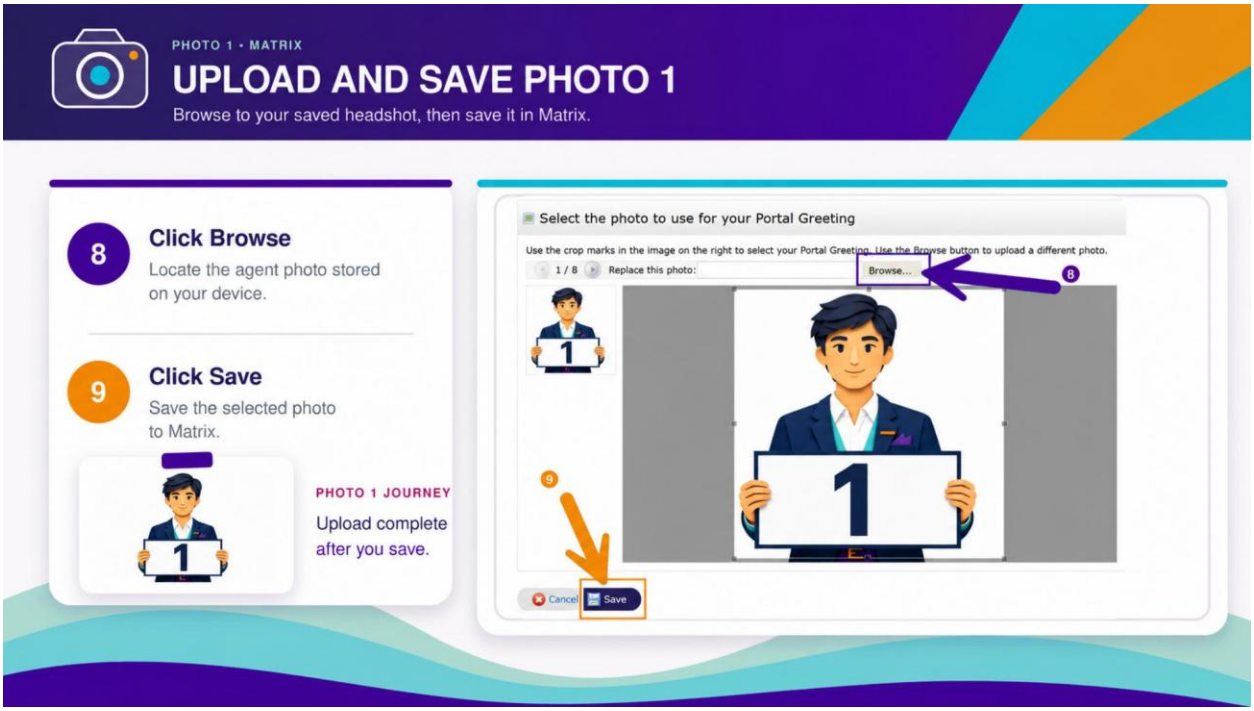
Step 6: Select Use Custom Photo — Turn on the custom-photo option.

Step 7: Click Change photo — Open the photo-selection window.



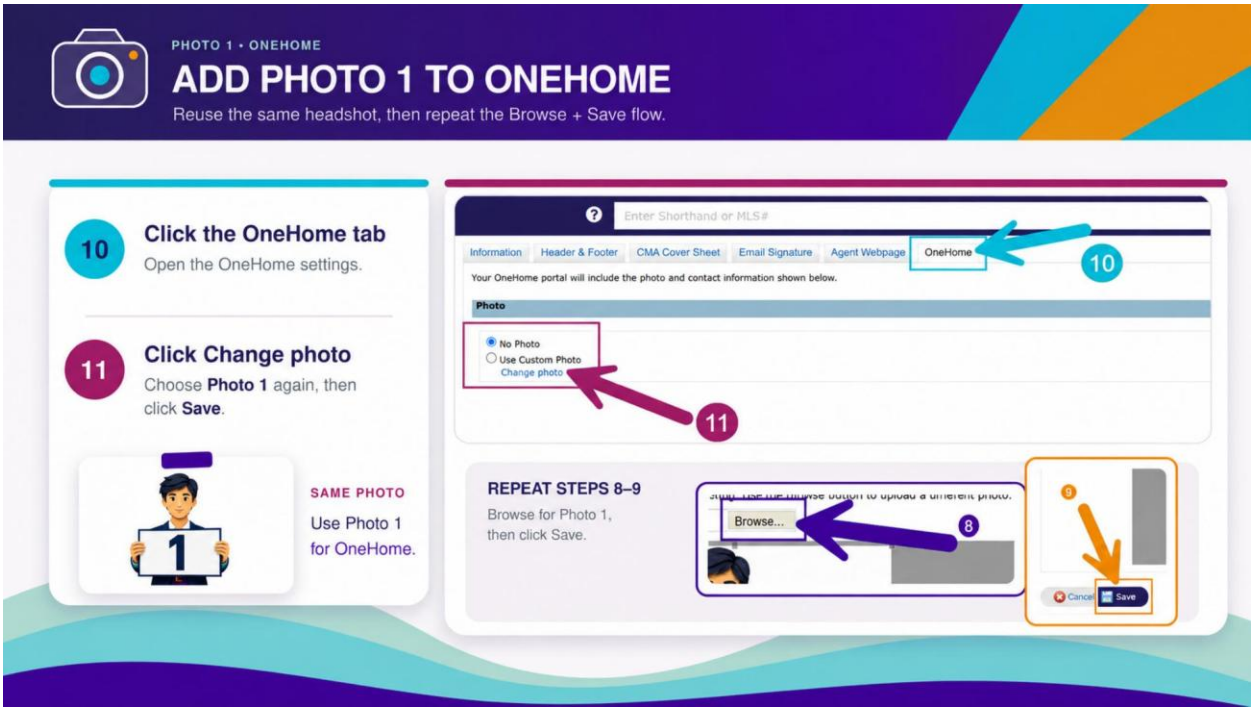
Step 8: Click Browse — Locate the agent photo stored on your device.

Step 9: Click Save — Save the selected photo to Matrix.



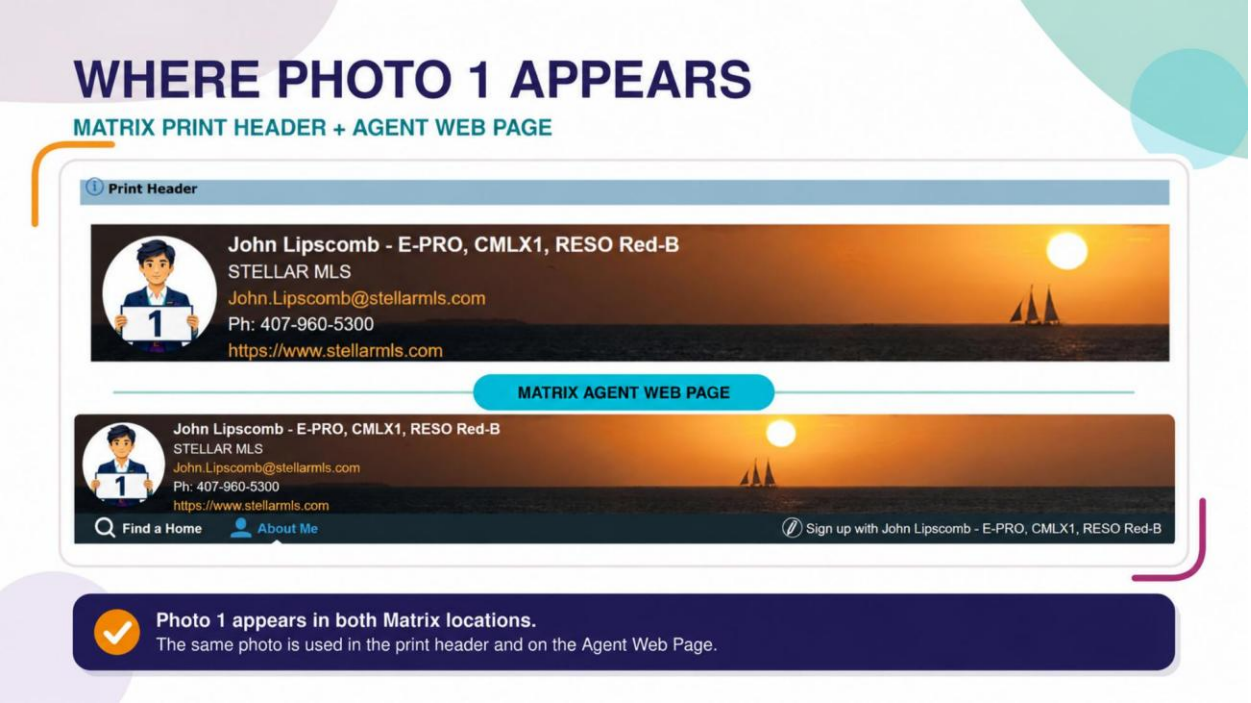
Step 10: Click the OneHome tab — Open the OneHome settings.

Step 11: Click Change photo — Choose Photo 1 again, then click Save — reuse the same headshot and repeat the Browse and Save flow from Steps 8–9.



Where Photo 1 Appears

Matrix Print Header + Agent Web Page: The same photo is used in the print header and on the Matrix Agent Web Page.



OneHome Portal: Photo 1 stays visible as customers browse listings. When selected, it opens your complete agent branding panel.

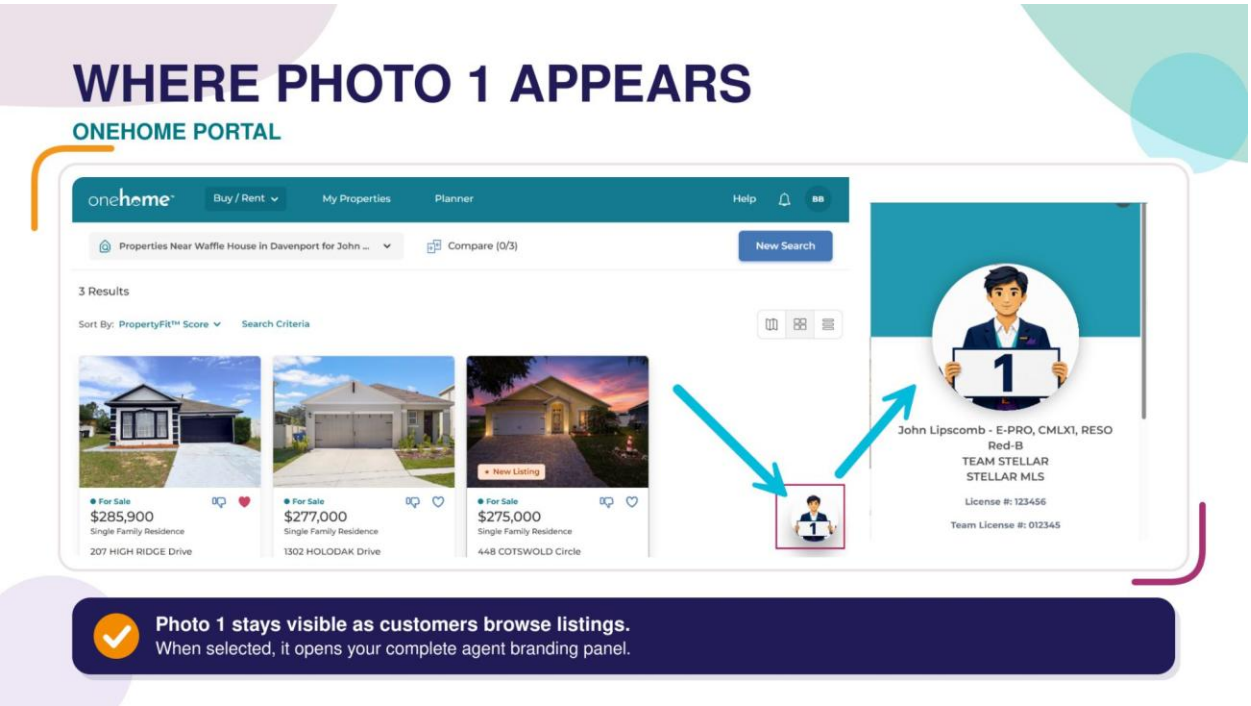


PHOTO 2: Matrix CMA Cover Sheet & Email Signature

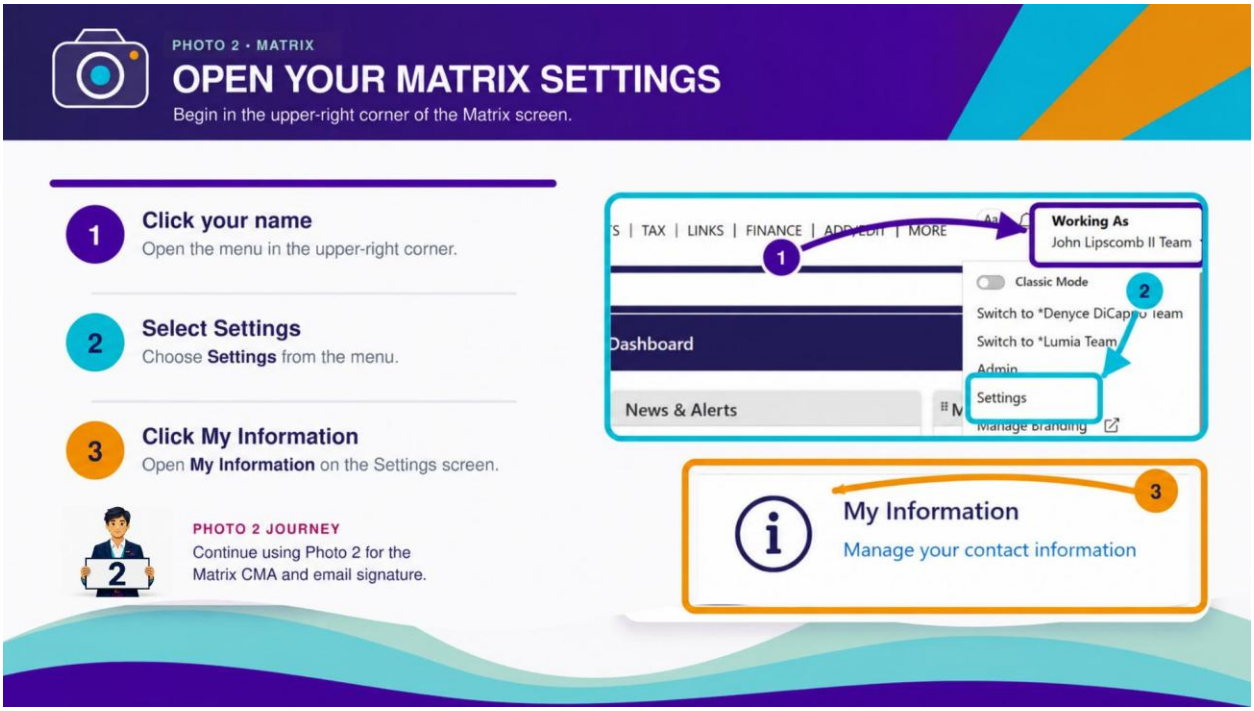
Scenario: Upload the photo used for your Matrix CMA cover sheet and your Matrix email signature.

Second stop: Matrix Settings.

Step 1: Click your name — Open the menu in the upper-right corner of Matrix.

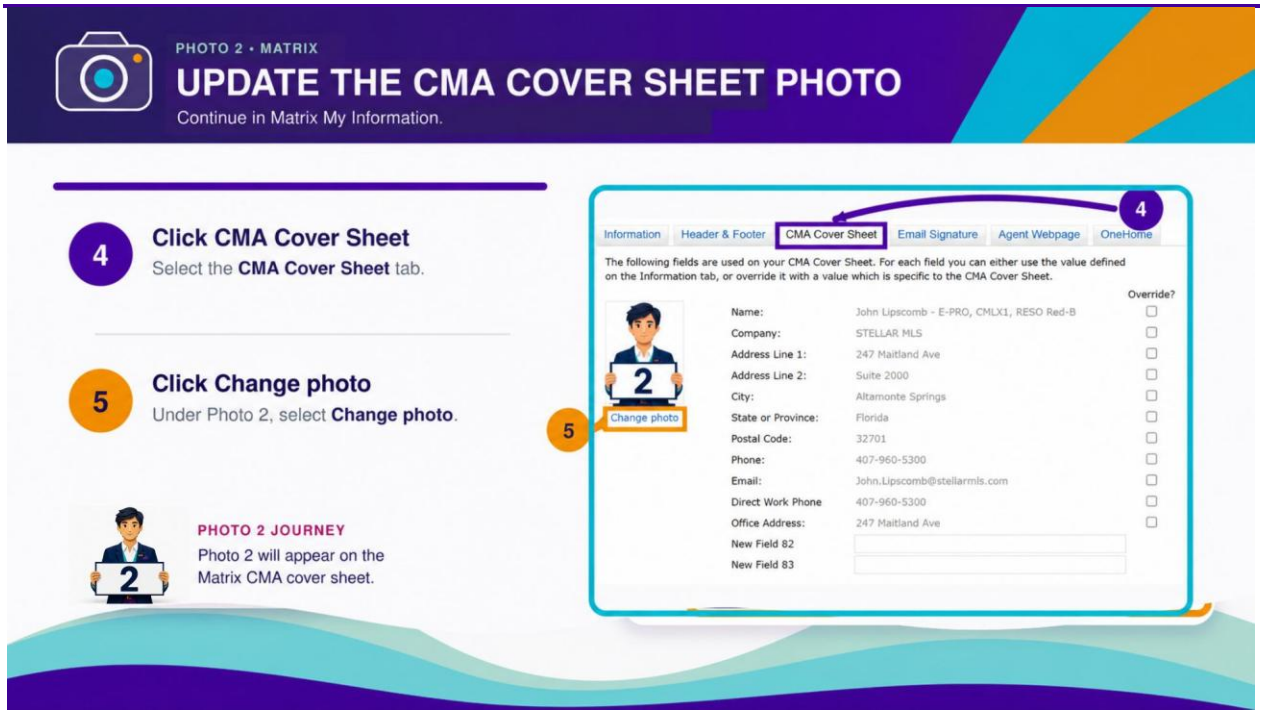
Step 2: Select Settings — Choose Settings from the menu.

Step 3: Click My Information — Open My Information on the Settings screen.



Step 4: Click CMA Cover Sheet — Select the CMA Cover Sheet tab.

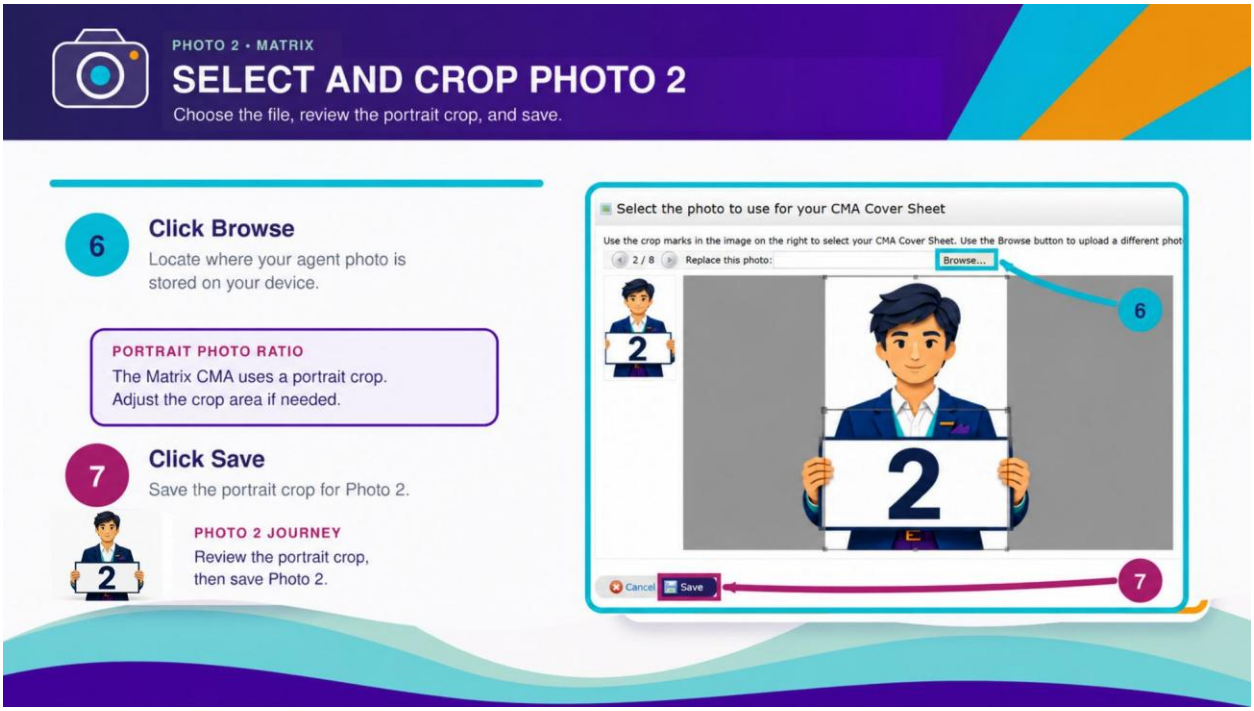
Step 5: Click Change photo — Under Photo 2, select Change photo.



Step 6: Click Browse — Locate where your agent photo is stored on your device.

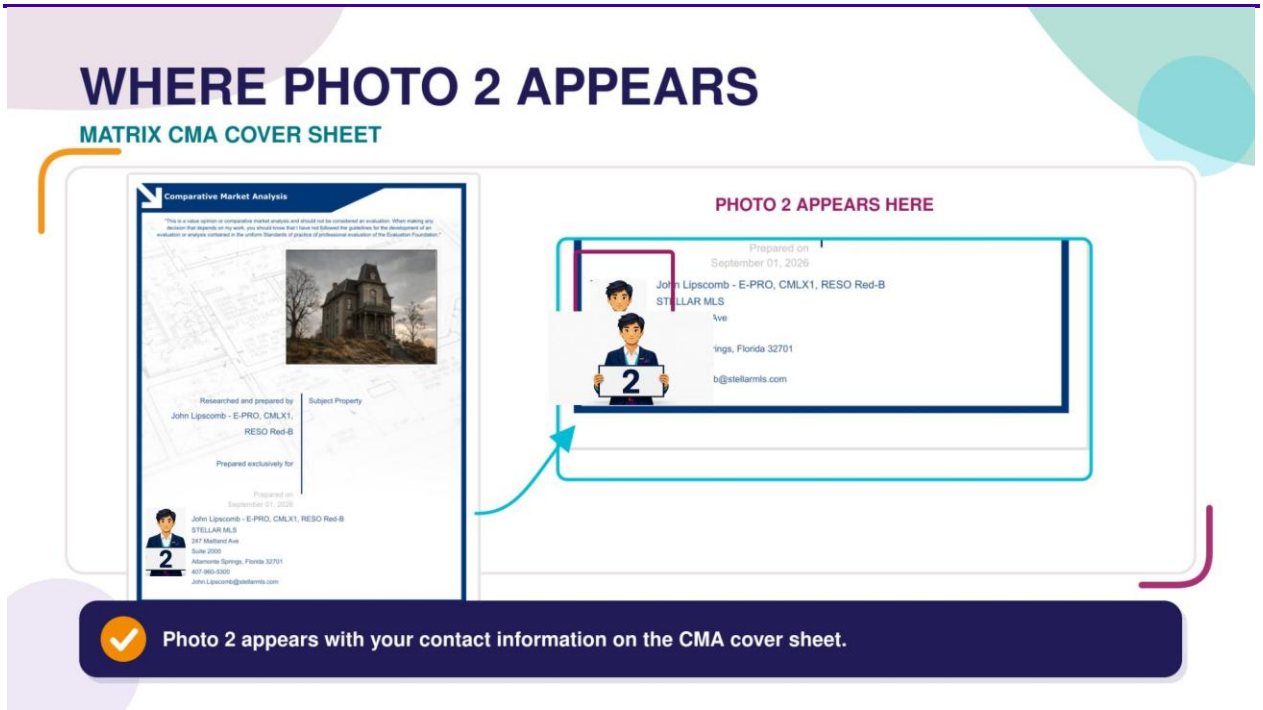
Portrait Photo Ratio: *The Matrix CMA uses a portrait crop. Adjust the crop area if needed.*

Step 7: Click Save — Save the portrait crop for Photo 2.



Where Photo 2 Appears

Matrix CMA Cover Sheet: Photo 2 appears with your contact information on the CMA cover sheet.



Set Up Your Matrix Email Signature

Use Photo 1 or Photo 2 to complete your email branding.

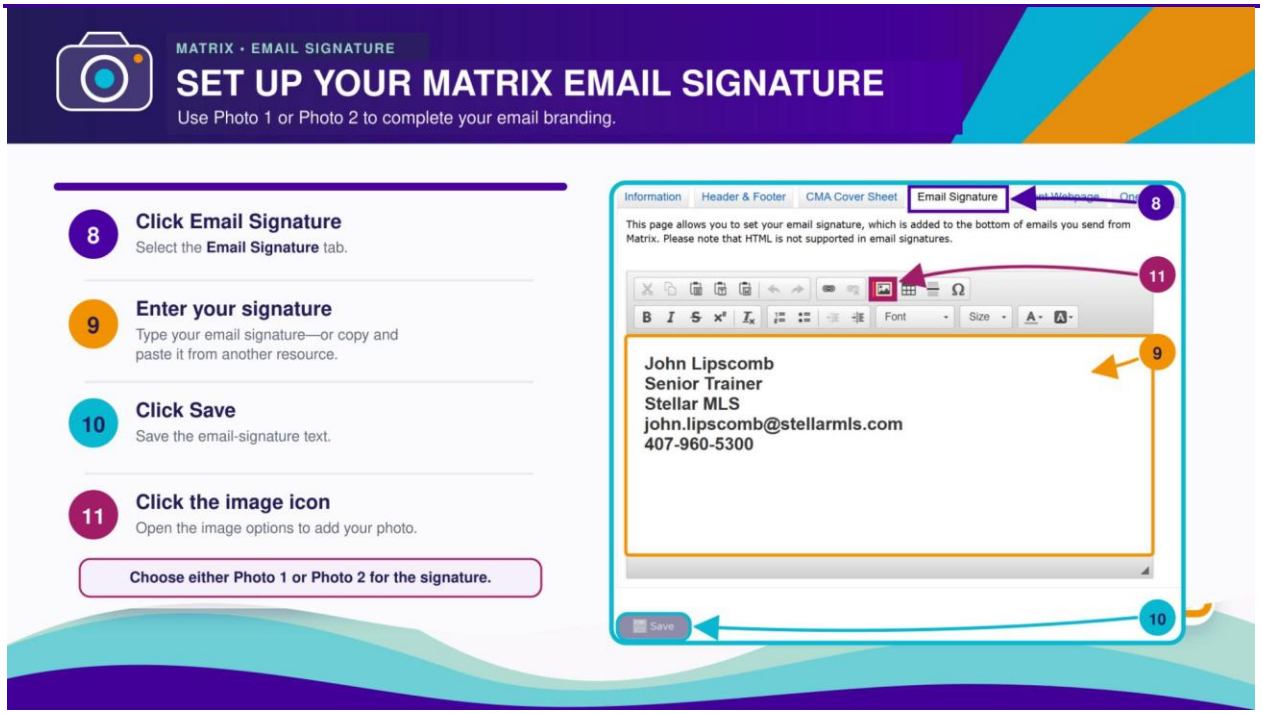
Step 8: Click Email Signature — Select the Email Signature tab.

Step 9: Enter your signature — Type your email signature, or copy and paste it from another resource.

Step 10: Click Save — Save the email-signature text.

Step 11: Click the image icon — Open the image options to add your photo.

Note: *Choose either Photo 1 or Photo 2 for the signature.*

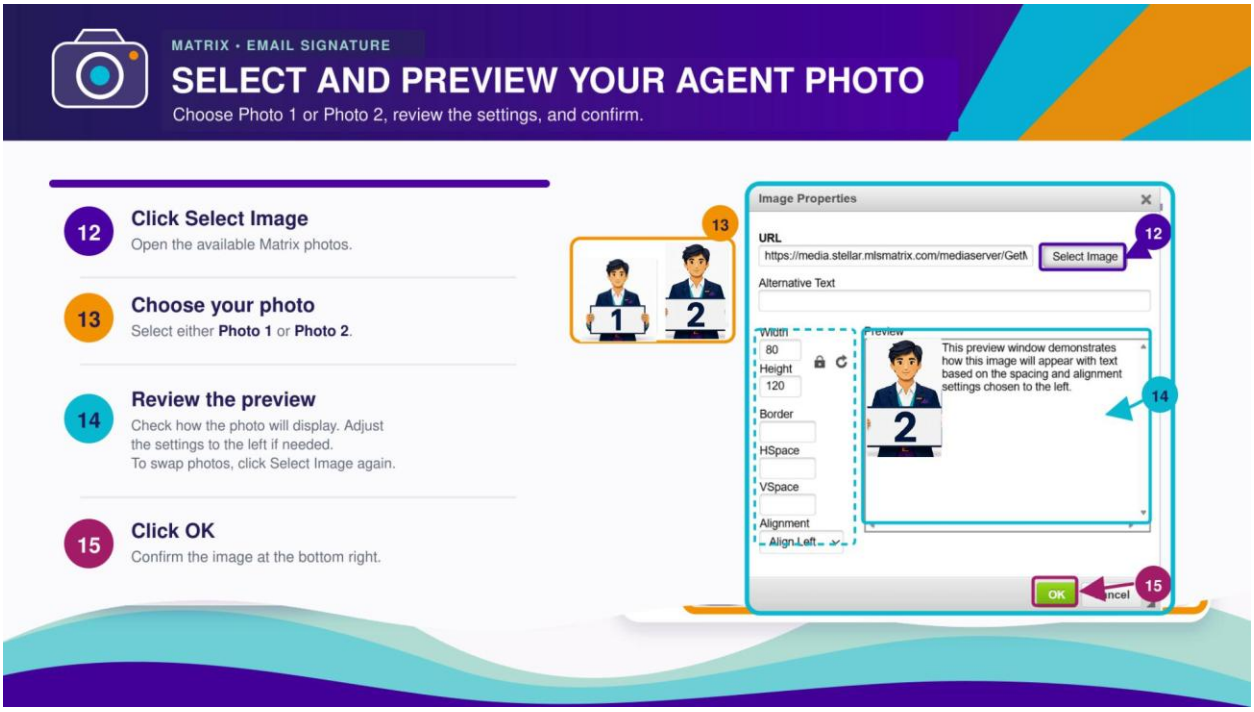


Step 12: Click Select Image — Open the available Matrix photos.

Step 13: Choose your photo — Select either Photo 1 or Photo 2.

Step 14: Review the preview — Check how the photo will display. Adjust the settings to the left if needed. To swap photos, click Select Image again.

Step 15: Click OK — Confirm the image at the bottom right.



Step 16: Click Save — When Matrix returns you to the previous screen, click Save to keep your changes. Your Matrix email signature is now complete.

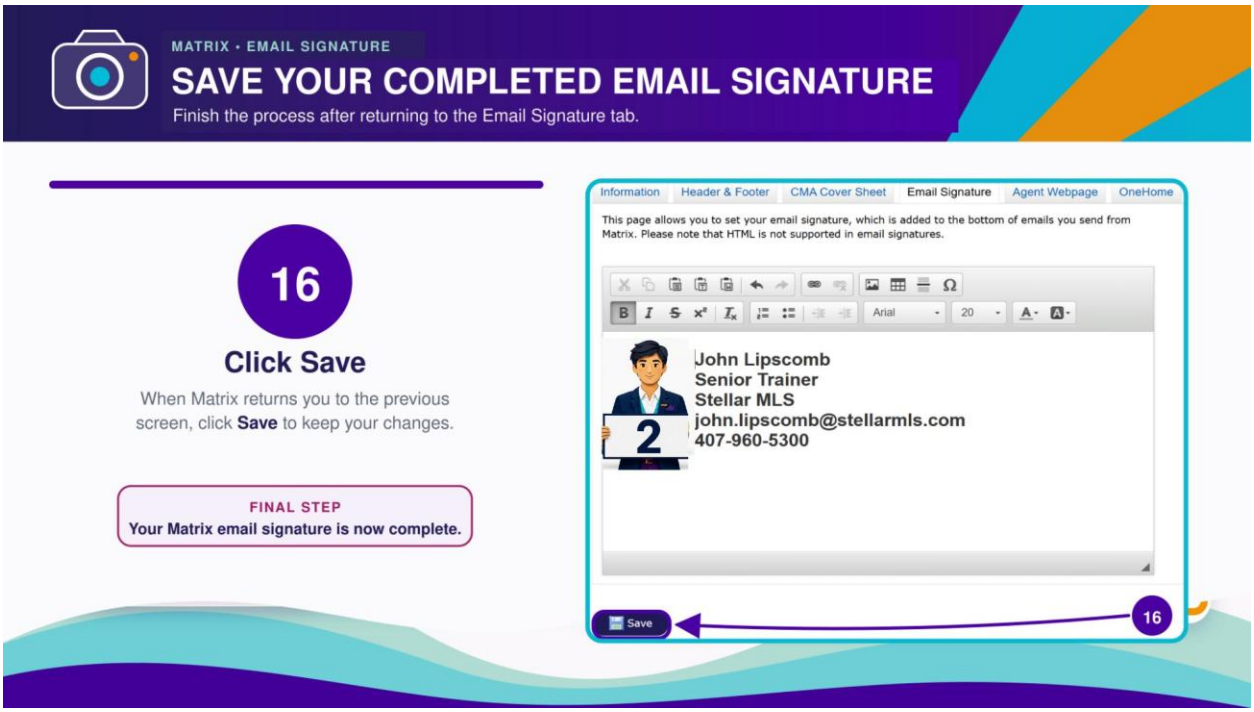


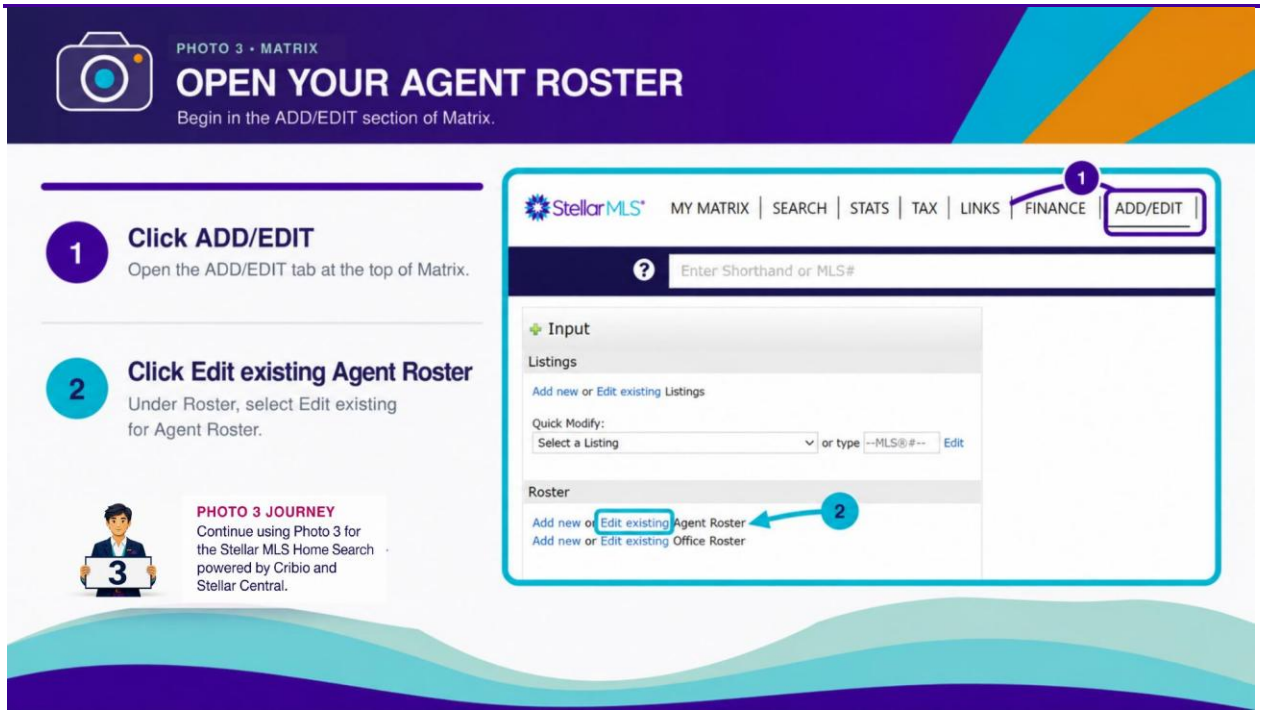
PHOTO 3: Agent Roster (Stellar Central & Home Search)

Scenario: Upload the photo used with your agent branding in the Stellar MLS Home Search powered by Cribio and your Stellar Central profile.

Third stop: the Matrix Agent Roster.

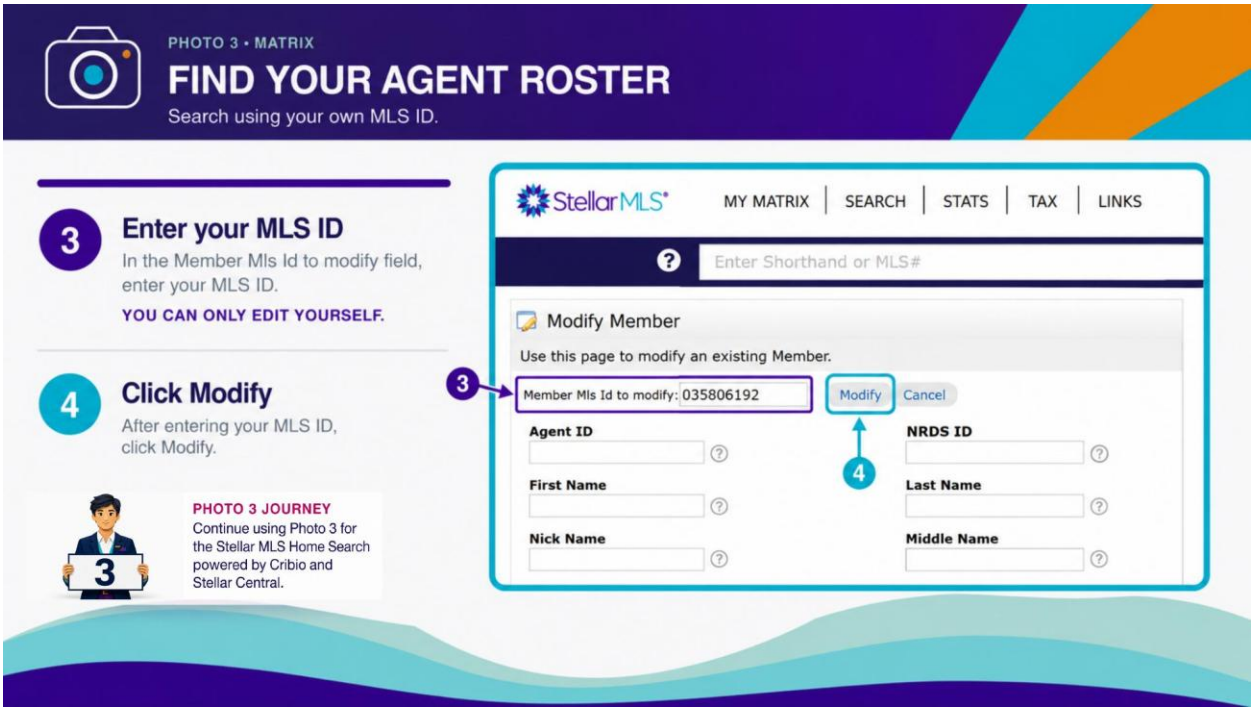
Step 1: Click ADD/EDIT — Open the ADD/EDIT tab at the top of Matrix.

Step 2: Click Edit existing Agent Roster — Under Roster, select Edit existing for Agent Roster.

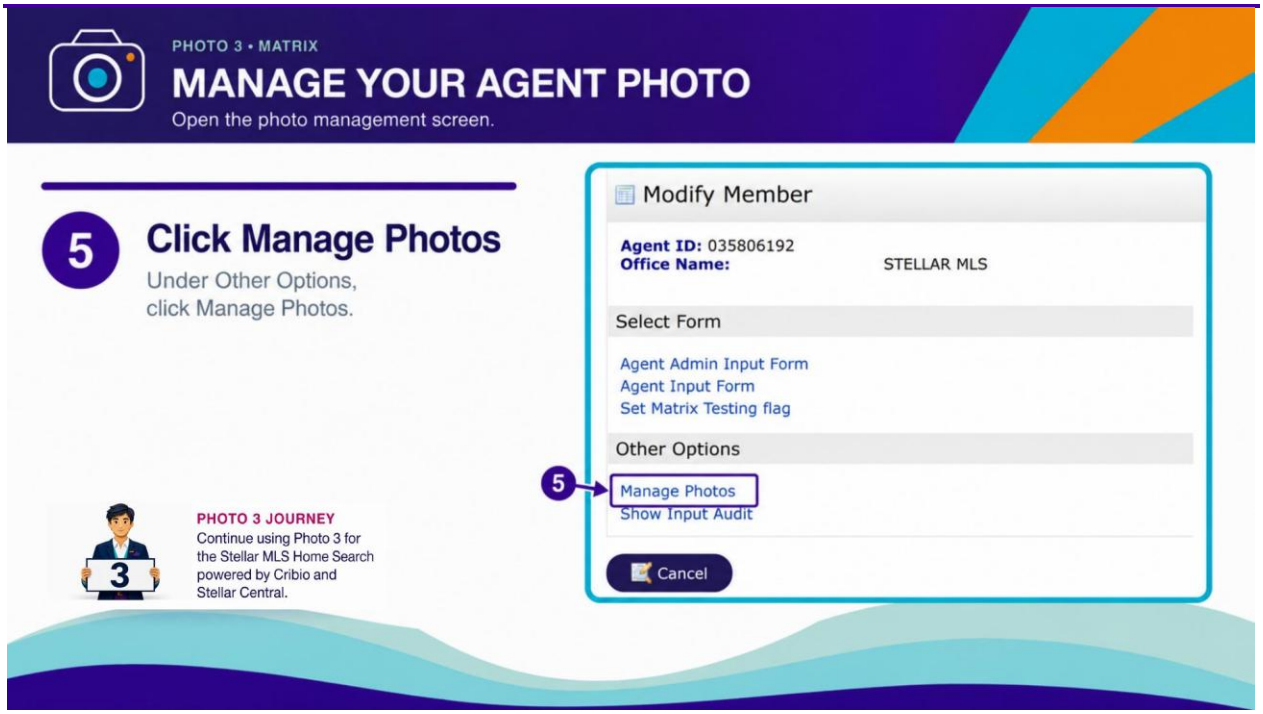


Step 3: Enter your MLS ID — In the Member Mls Id to modify field, enter your MLS ID. You can only edit yourself.

Step 4: Click Modify — After entering your MLS ID, click Modify.

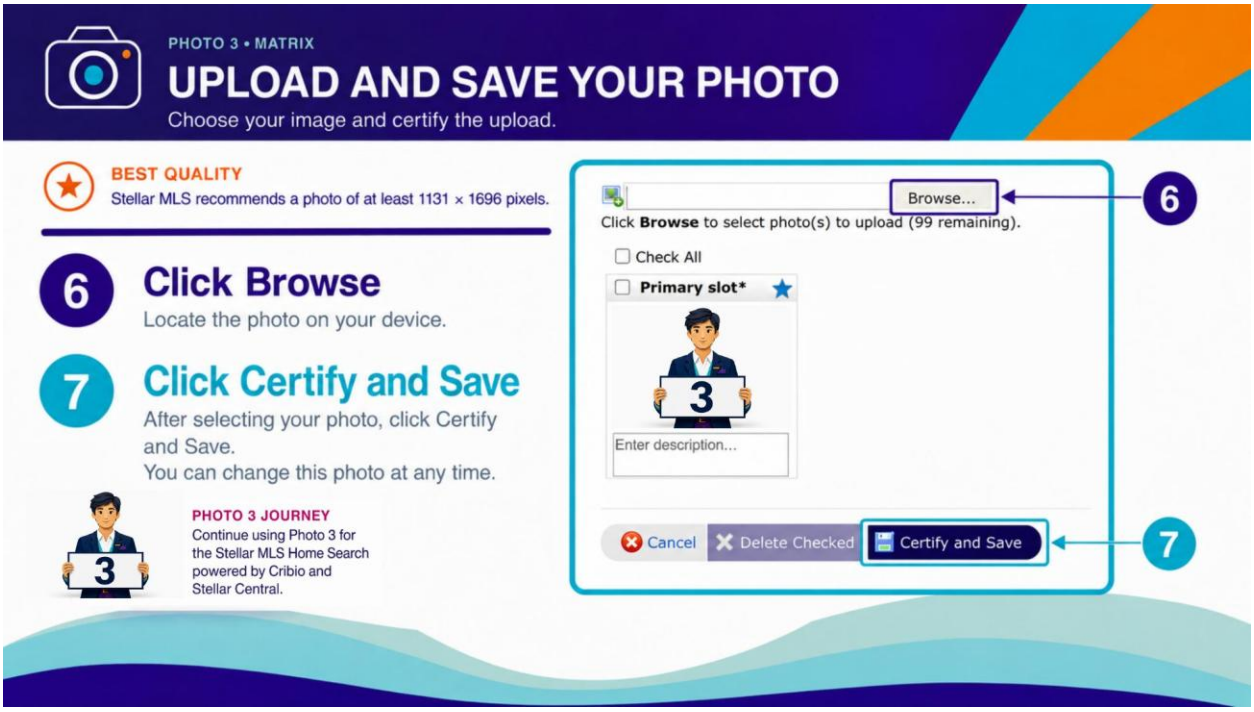


Step 5: Click Manage Photos — Under Other Options, click Manage Photos.



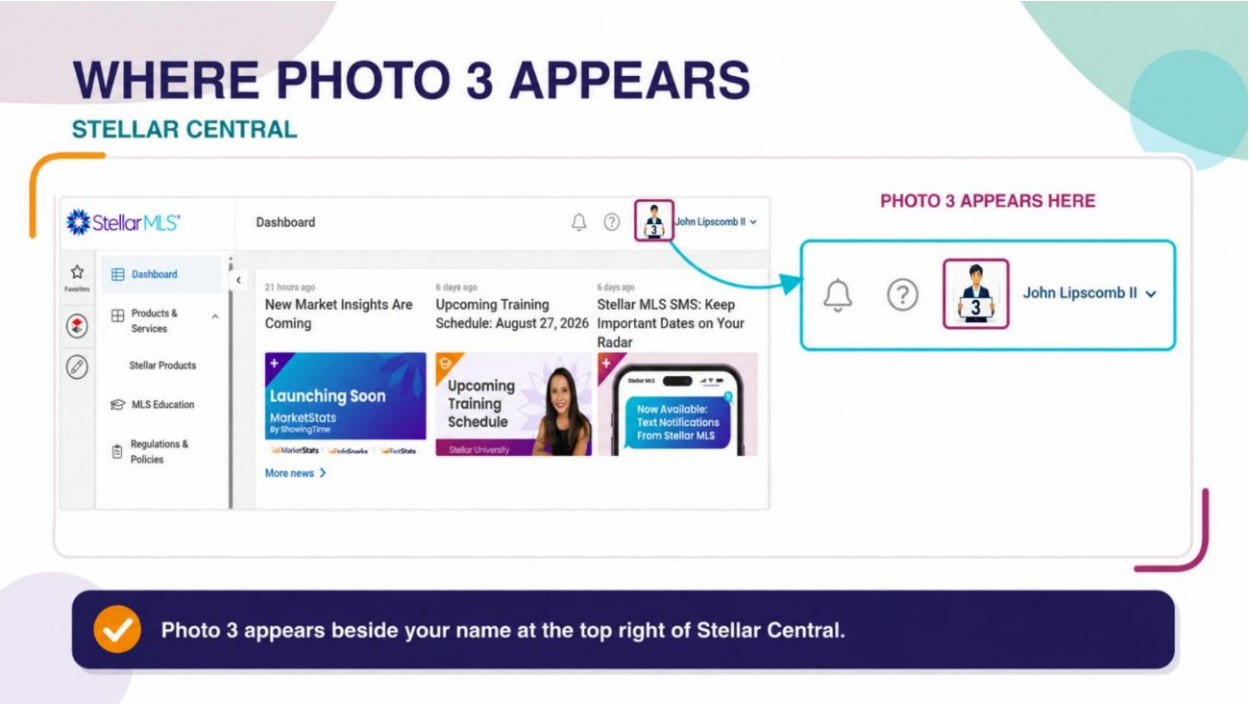
Step 6: Click Browse — Locate the photo on your device. Stellar MLS recommends a photo of at least 1131 × 1696 pixels for best quality.

Step 7: Click Certify and Save — After selecting your photo, click Certify and Save. You can change this photo at any time.



Where Photo 3 Appears

Stellar Central: Photo 3 appears beside your name at the top right of Stellar Central.



Stellar MLS Home Search powered by Cribio: Photo 3 appears with your agent branding throughout the Stellar MLS Home Search powered by Cribio.

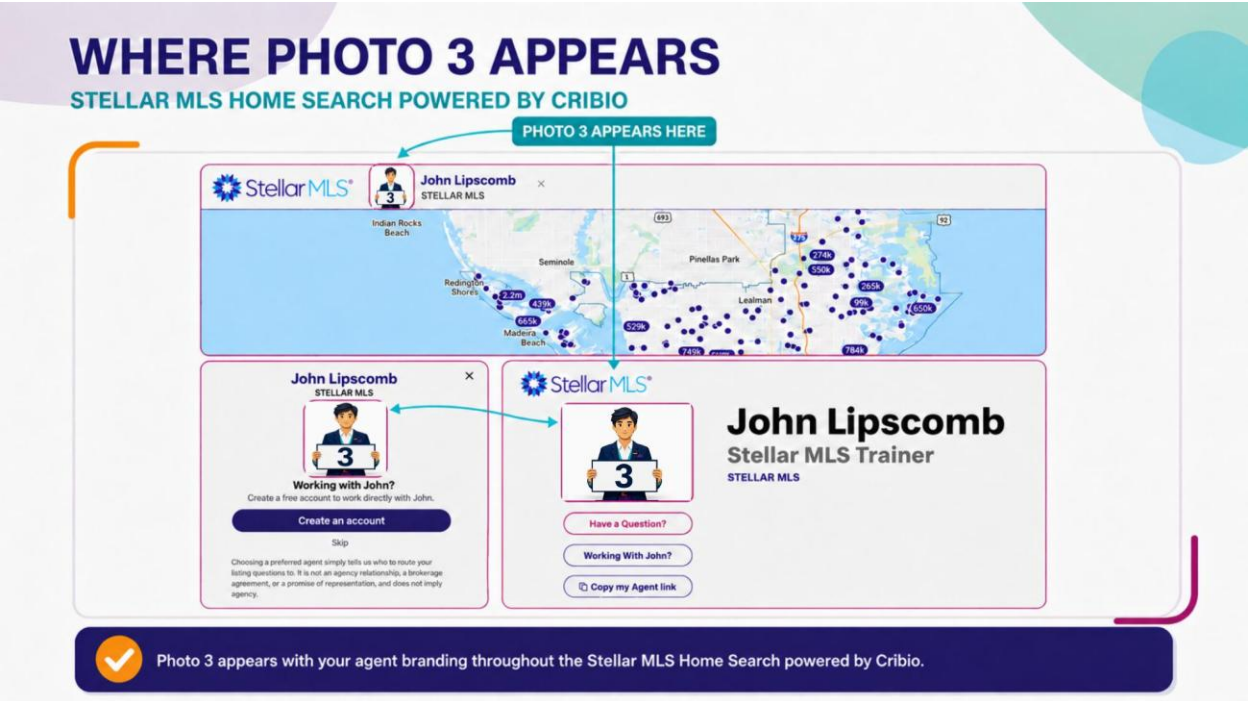


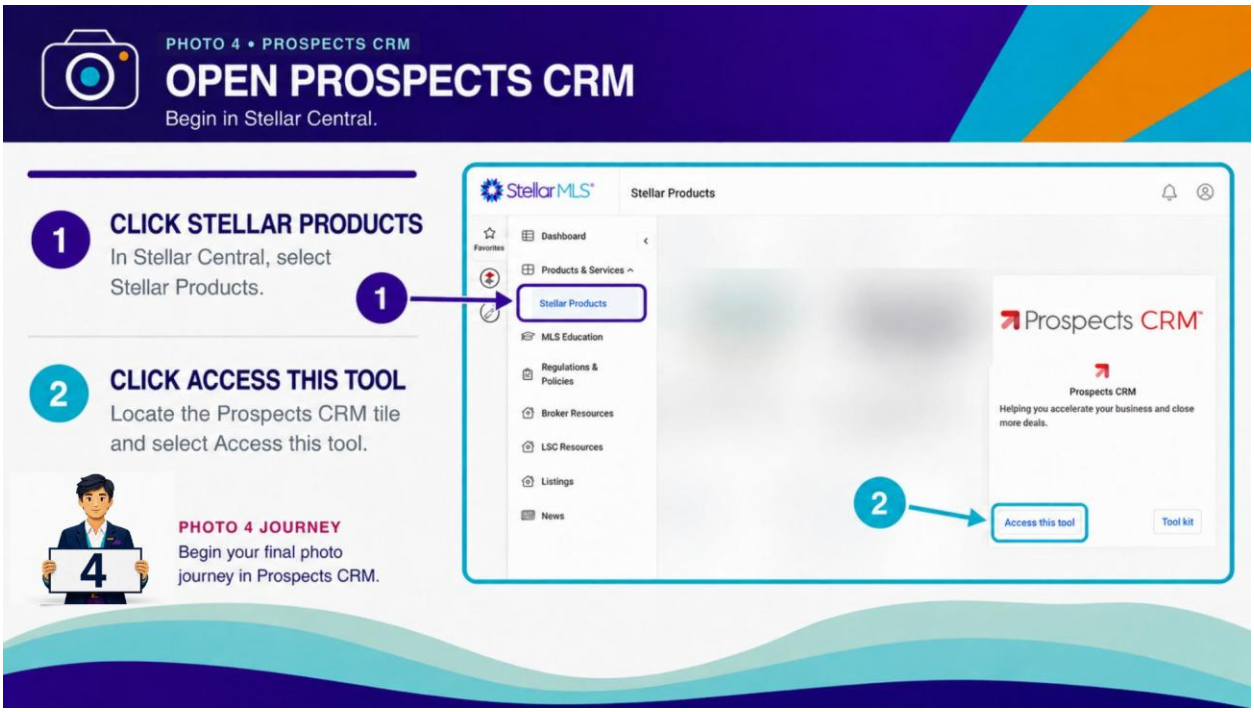
PHOTO 4: Prospects CRM, MLS-Touch & MLS-Client

Scenario: Upload the photo displayed in Prospects CRM and the MLS-Touch app.

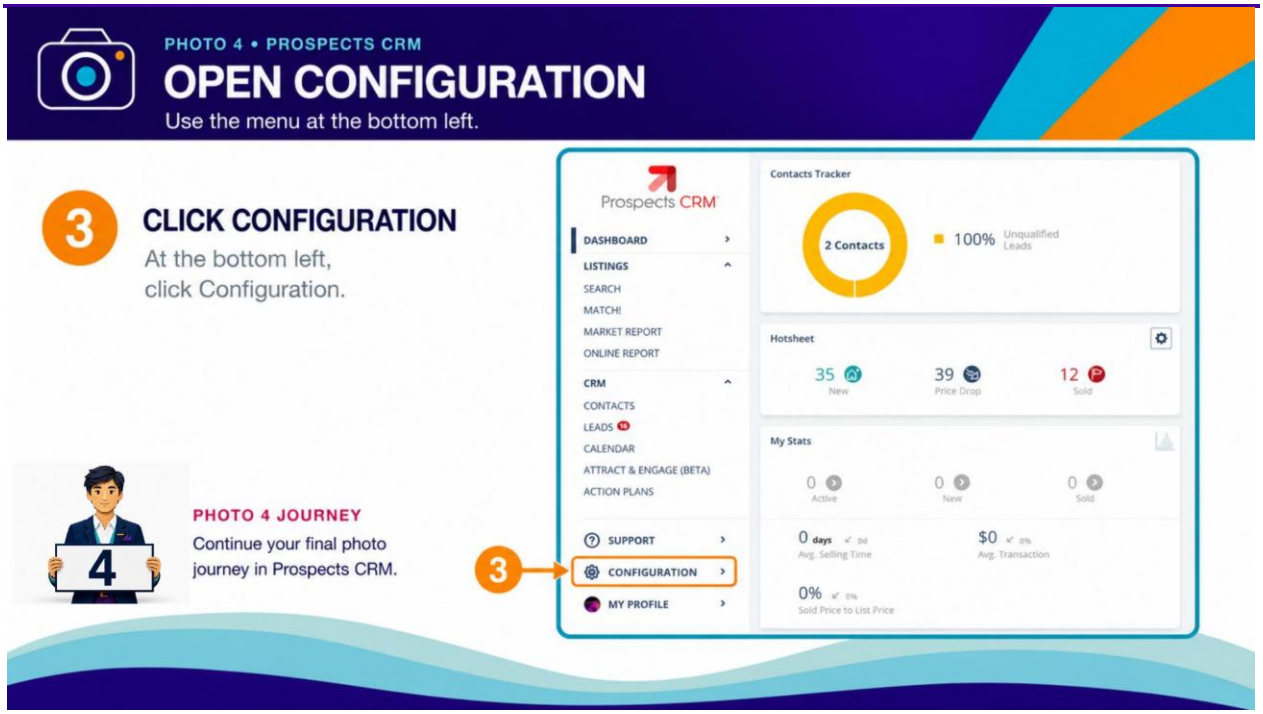
Final stop: Prospects CRM.

Step 1: Click Stellar Products — In Stellar Central, select Stellar Products.

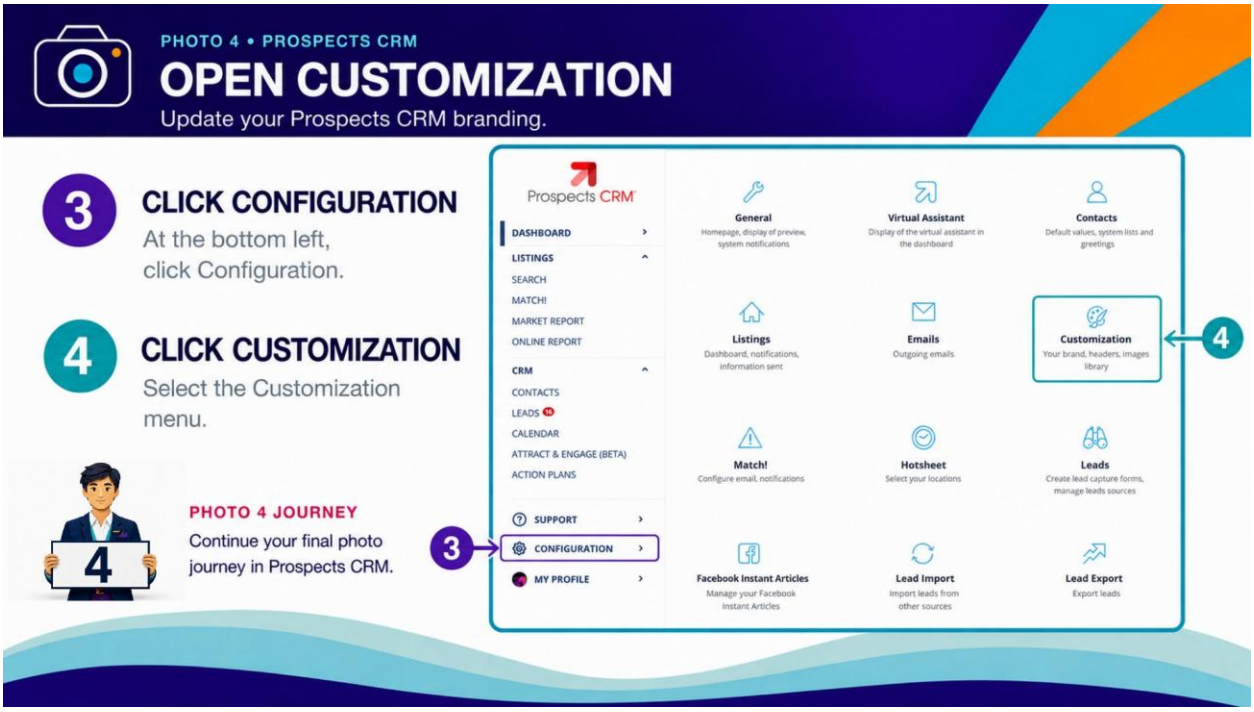
Step 2: Click Access this tool — Locate the Prospects CRM tile and select Access this tool.



Step 3: Click Configuration — At the bottom left, click Configuration.

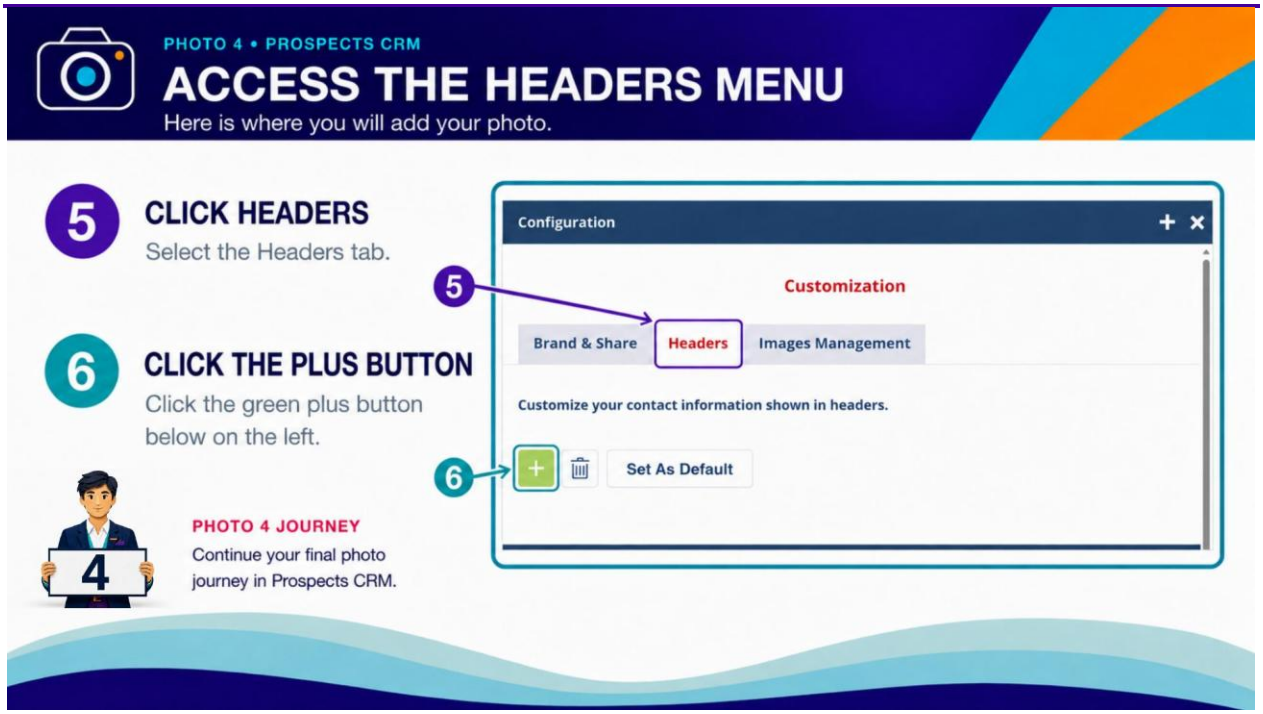


Step 4: Click Customization — Select the Customization menu.



Step 5: Click Headers — Select the Headers tab.

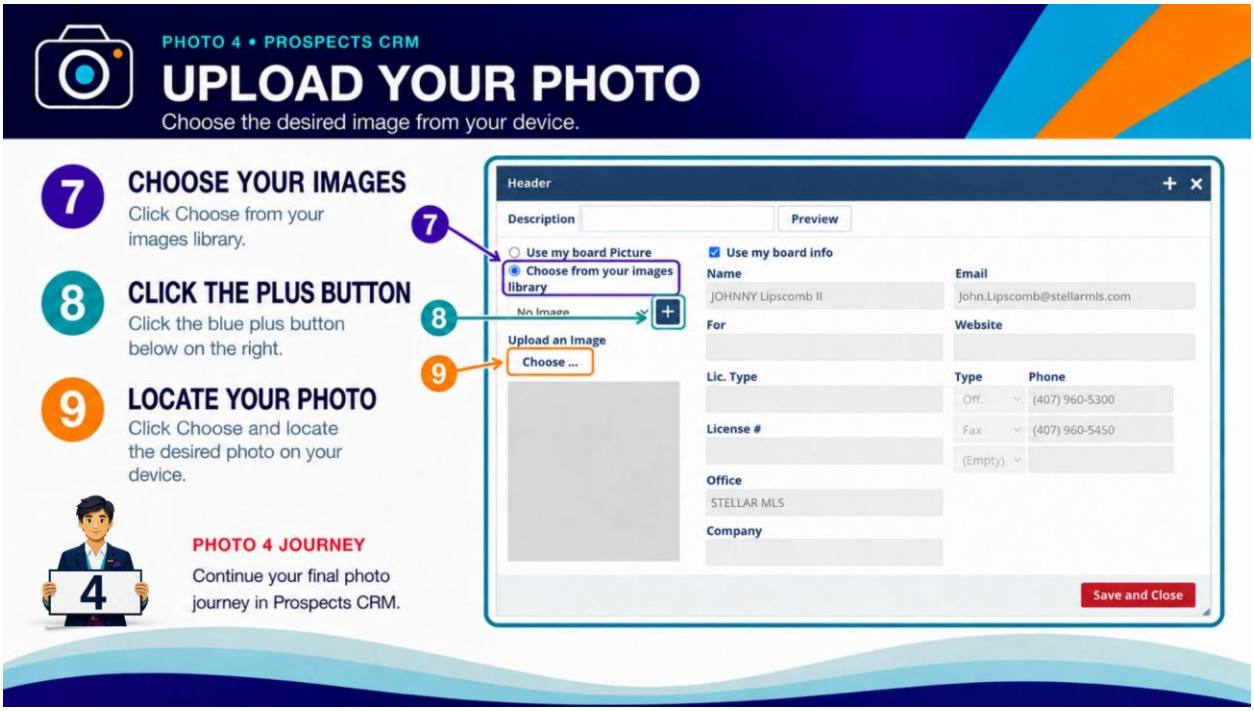
Step 6: Click the plus button — Click the green plus button below on the left.



Step 7: Choose your images — Click Choose from your images library.

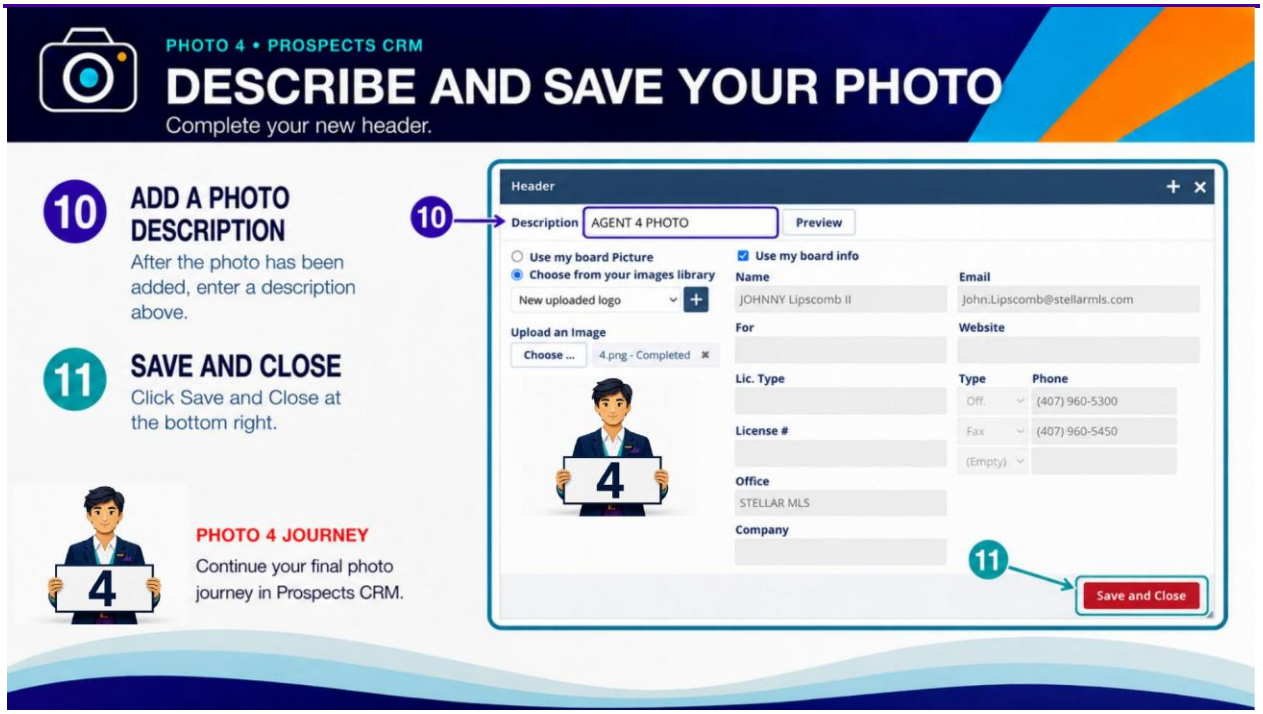
Step 8: Click the plus button — Click the blue plus button below on the right.

Step 9: Locate your photo — Click Choose and locate the desired photo on your device.



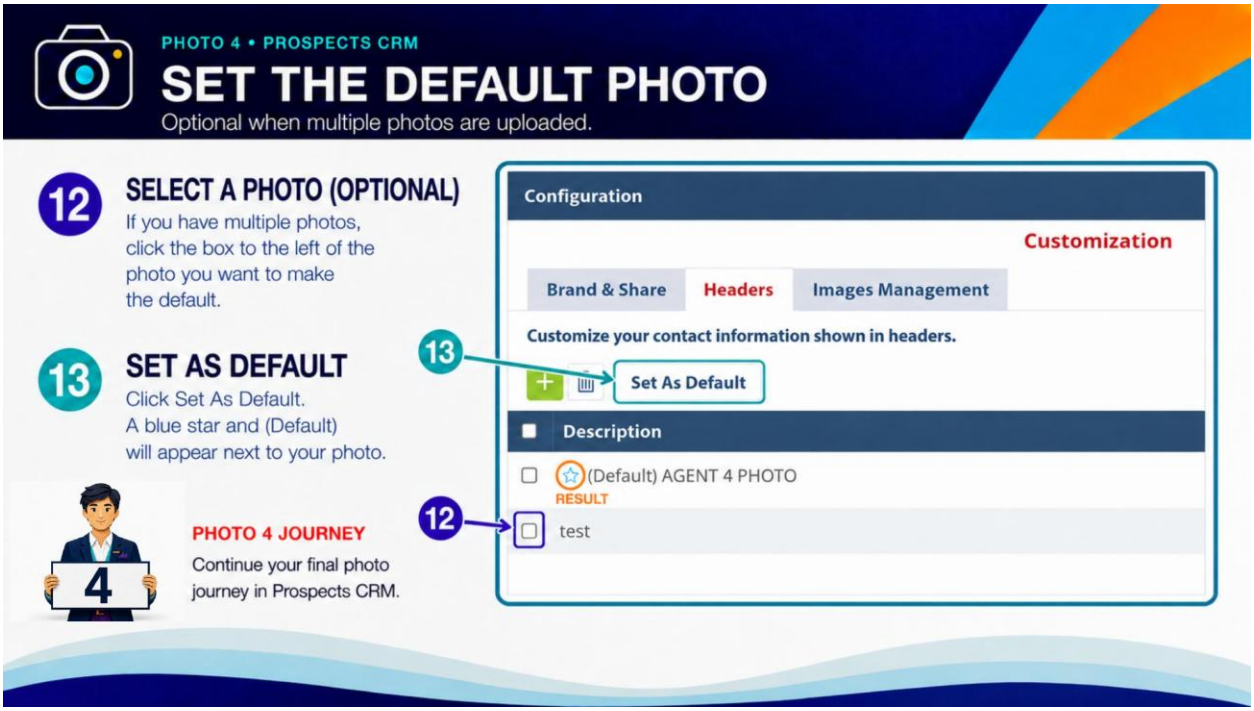
Step 10: Add a photo description — After the photo has been added, enter a description above.

Step 11: Save and Close — Click Save and Close at the bottom right.



Step 12: Select a photo (optional) — If you have multiple photos, click the box to the left of the photo you want to make the default.

Step 13: Set as Default — Click Set As Default. A blue star and (Default) will appear next to your photo.



Where Photo 4 Appears

Prospects CRM: Photo 4 appears on your Virtual Cards and in your Prospects CRM profile. It may also appear in other locations throughout Prospects CRM.



MLS-Touch & MLS-Client: Photo 4 appears as your agent profile photo in MLS-Touch and MLS-Client. When a customer installs MLS-Client, you are the only agent they will ever see.

