

HOW TO FILL OUT AN AGENT PROFILE ON TRULIA

STARTING OUT

- If you do not have a Trulia account yet, you can create one for free at www.trulia.com/signup.
- If you already have an account, sign in and scroll your mouse over your name on the upper right-hand corner.

FINDING YOUR PROFILE PAGE

- Once you're logged in, place your cursor over your name in the top right-hand corner to activate the drop-down tab and click on **"Profile."**

- Once you're there, you'll see a preview of what your profile looks like right now.
- To the left, you'll see a gray left-hand rail where you can edit your profile.



EDITING YOUR PROFILE

- Once you click on "Edit profile," you'll come across a page with various fields that you can fill out on your online Trulia profile.

UPLOADING A PROFILE PICTURE

- The first thing you should do is **upload a photo**. Make sure that you select a clear headshot of yourself and crop it so that it's a **perfect square** (or else it will look distorted after you upload the photo).

CONNECTING TO FACEBOOK AND MULTIPLE E-MAIL ADDRESSES

- The first field you'll see in the profile section is "**Email Addresses & Facebook Connect.**" Click on that heading and you'll see the window above.
- You can connect your Trulia account to Facebook by clicking on the blue Facebook sign-in button at the top. This will allow you to easily share your listings and open house times on Facebook.
- You can also add other e-mail address you use for work to your account. For example, if you use both janesmith@realestate.com and jsmith@gmail.com for work and have listings under both e-mail addresses, you can add both to your account so that listings tied to both e-mail addresses will be automatically added to your Trulia profile. The primary e-mail address will be the one that you use to log in, receive e-mail notifications/updates, and receive leads.

CHANGING YOUR PASSWORD

- If you need to change your password, you can do so in the "Change Password" section. Once you click "Save," the change will take place immediately.

Email Addresses & Facebook Connect +

Change Password -

Your password is tied to the primary email on your account which is jlee@trulia.com.

New Password

Verify Password

Cancel

Save

Personal information +

PERSONAL INFORMATION

In the Personal Information section, you can fill out basic information about yourself.

- Add your name and a headline.
- Specify that you're a **Real Estate Pro** and select "Agent" or "Broker" under "**Pro type.**"
- Input your company name.
- Under location, add **up to 20 locations** you do business in.
- Under web sites, add links to your personal website or another online profile you have.
- Under public profile, you can customize the link to your Trulia profile so that you can easily direct people to your profile. For example, you can customize it to say www.trulia.com/profile/yourname or www.trulia.com/profile/realestateexpert.
- Include the phone number where you want to be contacted by leads.

- **CLICK SAVE.** If you don't hit save, your changes will be lost.

Personal information ☰

Name

Headline

I'm a

Pro type

Company

Location **ADD UP TO 20 LOCATIONS YOU DO BUSINESS IN**

[\[+\] Add another location](#)

ADD LINKS TO YOUR PERSONAL WEBSITE

Web sites

Web site title [Delete](#)

Link (URL)

[\[+\] Add another Web site](#)

Public profile www.trulia.com/profile/ **CUSTOMIZE YOUR LINK TO YOUR TRULIA PROFILE**

Note: Your customized public URL must be less than 50 characters. Please use only letters, underscores and numbers.

Phone

Yes — it's OK for people to contact me via phone or email (email not displayed publicly) **CHECK THIS BOX SO CONSUMERS CAN CONTACT YOU**

[Cancel](#) **Save** **MAKE SURE TO CLICK SAVE AFTER YOU'RE DONE**

ADDING WORK EXPERIENCE

Under Experience, you can fill out information about your specialties, awards and certifications, and work experience.

Experience [-]

Specialties

Certifications
and Awards

Interests

Experience

[\[+\] Add another experience](#)

**CLICK THIS FIRST TO
ADD WORK EXPERIENCE**

Cancel

Save

ABOUT ME

In the About Me section, add a description of yourself—formal or informal.

About Me [-]

Cancel

Save

TESTIMONIALS

Add client testimonials to the Testimonials section.

Testimonials

Testimonial Delete

By Date

[\[+\] Add another testimonial](#)

[Cancel](#) [Save](#)

PROFILE COMPLETENESS

Once you're done saving your changes, look over to the left-hand rail and check your profile completeness. Try to get as close to 100% as you can.

The image shows a user interface for a Trulia profile. At the top, the Trulia logo is on the left, and a search bar on the right contains the text "City & State, ZIP, Neigt". Below the logo is a vertical menu with the following items: Profile, Edit profile, Public profile, Share profile, My Leads, My Listings, Local Ads, Account Settings, and More... (with a plus icon). Below the menu, there is a section titled "CHECK TO SEE THAT YOUR PROFILE IS 100% COMPLETE". Underneath this is a "Profile Completeness" section featuring a green progress bar that is approximately 80% full. Below the bar, the text reads: "Your profile is 80% complete. Add your work experience to get to 85%." A red arrow points from the text above to the progress bar.