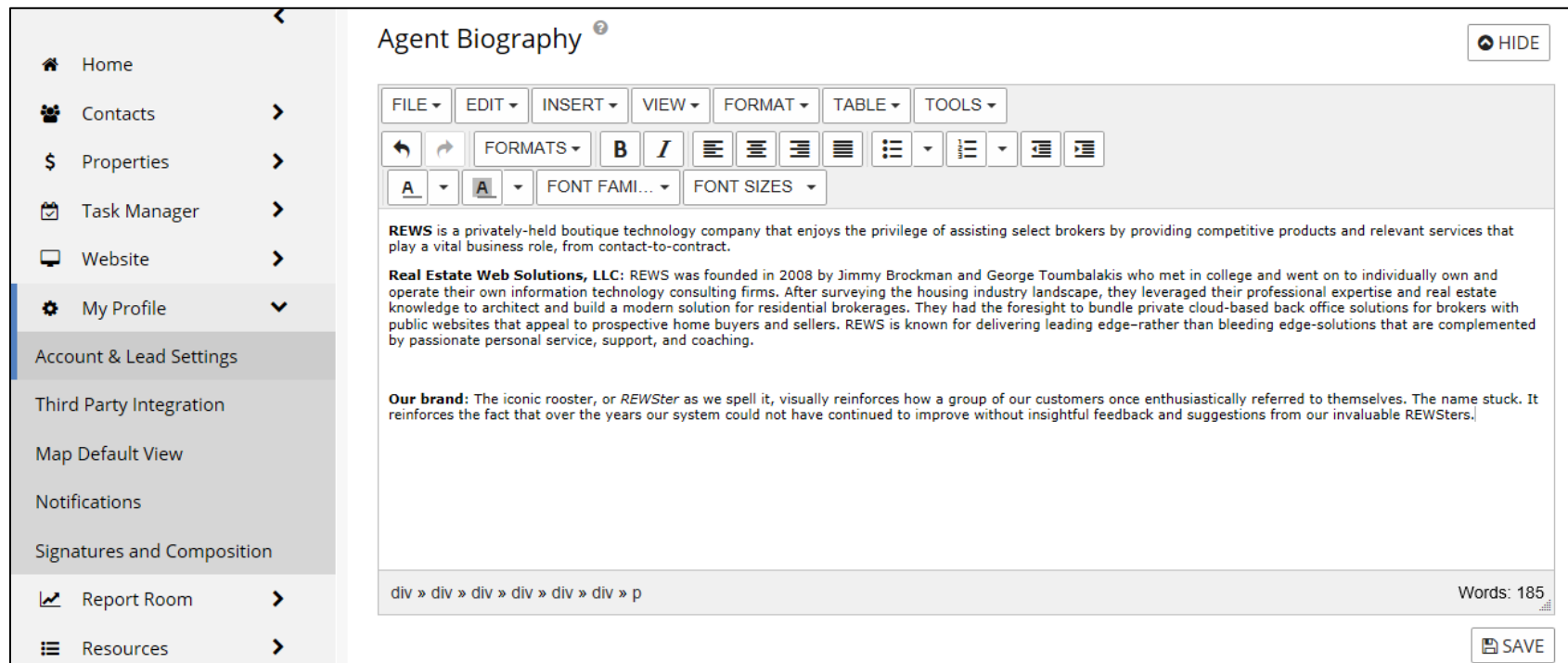


## Agent Details Site Page:

1. Login to backroom through the realOMS login.
2. Under 'My Profile' 'Account & Lead Settings' enter your agent biography. Save.



**Agent Biography** HIDE

FILE ▾ EDIT ▾ INSERT ▾ VIEW ▾ FORMAT ▾ TABLE ▾ TOOLS ▾

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**REWS** is a privately-held boutique technology company that enjoys the privilege of assisting select brokers by providing competitive products and relevant services that play a vital business role, from contact-to-contract.

**Real Estate Web Solutions, LLC:** REWS was founded in 2008 by Jimmy Brockman and George Toumbalakis who met in college and went on to individually own and operate their own information technology consulting firms. After surveying the housing industry landscape, they leveraged their professional expertise and real estate knowledge to architect and build a modern solution for residential brokerages. They had the foresight to bundle private cloud-based back office solutions for brokers with public websites that appeal to prospective home buyers and sellers. REWS is known for delivering leading edge—rather than bleeding edge—solutions that are complemented by passionate personal service, support, and coaching.

**Our brand:** The iconic rooster, or *REWSt*er as we spell it, visually reinforces how a group of our customers once enthusiastically referred to themselves. The name stuck. It reinforces the fact that over the years our system could not have continued to improve without insightful feedback and suggestions from our invaluable REWSters.

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**SAVE**

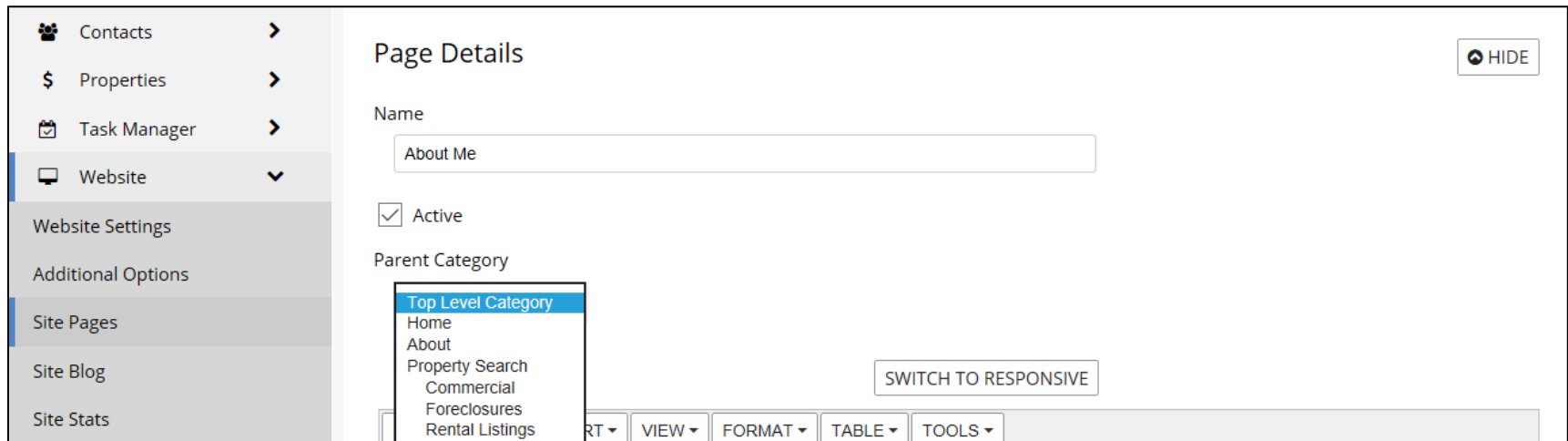
3. Click on 'Website' 'Site Pages'. Then click on 'New Page'



The screenshot shows the 'realOMS by REWS' dashboard. On the left sidebar, the 'Website' and 'Site Pages' menu items are circled in red. The main content area displays a table of '20 Pages' under the 'Site Pages' section. The table has columns for 'Sort', 'Name', 'Active', and 'Delete'. The pages listed are: Home, About, Property Search, Commercial, Foreclosures, Rental Listings, and Neighborhoods. All pages are currently active. In the top right corner, a '+ NEW PAGE' button is circled in red.

Sort	Name	Active	Delete
	Home	✓	
	About	✓	
	Property Search	✓	
	Commercial	✓	
	Foreclosures	✓	
	Rental Listings	✓	
	Neighborhoods	✓	

4. Name the page, set active, and choose the parent category. \*Top Level Category- will appear in the top navigation of your site. If you want to file this page under a Top Level Category choose one from the drop down\*



The screenshot shows the 'Page Details' form. The 'Name' field contains 'About Me'. The 'Active' checkbox is checked. The 'Parent Category' dropdown is open, showing 'Top Level Category' selected. The 'Top Level Category' option is highlighted in blue. At the bottom of the form, there is a 'SWITCH TO RESPONSIVE' button and a row of utility buttons: 'RT', 'VIEW', 'FORMAT', 'TABLE', and 'TOOLS'.

5. Scroll down the page to 'Page Options' and click 'Edit'. Select 'Agent Details' from the drop down. Save in lower right.

