

## EDIT YOUR PROFESSIONAL PROFILE

You must **Login** before you can edit your profile.

- To make changes to your Profile including the photo, click **My Account** located in the main navigation bar.
- Complete the required fields (denoted by red text) as well as any other appropriate fields.

**TIP: “Use this information to override my affiliated company info?”**

**YES:** The data you input into the Company section will appear exactly as you have entered it in the fields below, and the logo will display as it appears in the Company Logo section of the profiler.

**NO:** The company information and logo that appear on your profile are pulled from a separate company page.

You can view the information as it appears in your Company Profile by clicking View Company Profile located under My Profile in your member console.

Once the required fields in the **Contact Information** section have been completed, you may jump to other sections within Profiler.

- Click **Save & Exit**.

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**Professional Profiler** Welcome, Gary L Lillie

Back to: [View/Edit Profile](#)

### Gary L Lillie's Profile

**Profiler Sections**

- [Contact Information](#)
- [Credentials & Education](#)
- [Specializations](#)
- [References](#)
- [Useful Links](#)

**Save & Exit**

**Attachments**

- [Personal Photo](#)
- [Company Logo](#)
- [Attachments](#)

Items \*In red are required fields.

#### Contact Information

User Information

\*First Name: Gary

Middle Name / Initial: L

\*Last Name: Lillie

\*Email Address: gary.lillie@svn.com

Company

Use this information to override my affiliated company info?  No  Yes

Company: Sperry Van Ness | Lillie

\*Street Address 1: 1955 Pauline Blvd

Street Address 2: Suite 100C

\*City: Ann Arbor

\*State or Province: Michigan

\*Zip Code: 48103

Country: United States

Company Web Site URL: http://www.svnllilie.com

Title: Managing Director

Department:

## Verify Office Location

- Click **Verify Office Location** to change the map location of your office.

Options:

- Click the map on the new location and click **Update**.
- Enter a different address and click **Update**.
- Manually enter the latitude & longitude and click **Update**.

## Edit Market Areas

- To designate the market areas that you specialize in, click **Edit Market Areas**.
- Select one of the new market areas and then further refine by selecting from the pre-populated list.  
 TIP: If you don't see your market area represented, click **Add Market Area**.
- To delete a market area, click **Remove** located to the right of each area.

## Manage Completed Transactions

- To add or remove completed transactions to your profile, click **Manage Completed Transactions**.
- Click **Edit Transaction** or **Show on Profile**. Enter all required fields (denoted by red text).

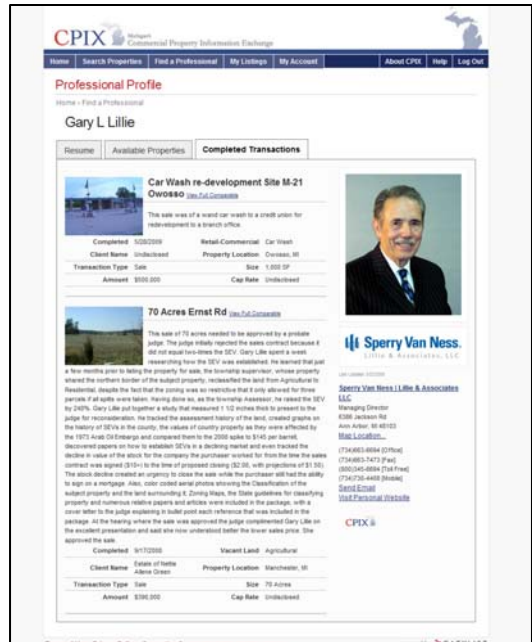
TIPS:

You can also enter a completed transaction without a current listing by clicking the **Add a Completed Transaction** link located under Archived/Completed Transactions.

Click on the gray bar to expand/collapse each section.

- In the Professional Profile section, click "Yes" to display on my professional profile.
- Enter Client Name and Project Description (optional).
- Click **Save**.
- Transactions will appear under the Completed Transactions tab.

TIP: All completed transactions entered will be searchable to users who have logged in, regardless of whether you have chosen to display them on your profile.



The screenshot displays a professional profile for Gary L. Lillie on the CPiX platform. The 'Completed Transactions' section is active, showing two transactions:

Transaction Type	Amount	Cap Rate
Car Wash	\$100,000	Un disclosed
70 Acres Ernst Rd	\$100,000	Un disclosed

Each transaction entry includes a detailed description of the project, the client name, and the property location. The '70 Acres Ernst Rd' entry includes a detailed description of the land and the process of establishing SEVs.