

# MAX/PROFILE – UPDATE YOUR ISP (FORWARDING EMAIL)

Wednesday, March 23, 2022

## About the Email Addresses

**What's my 'ISP':** ISP stands for internet service provider. However, at RE/MAX we tend to use this term to represent the address at which you want to receive your mail. This could be an @gmail.com email, @hotmail.com, or even a custom domain provided by your franchise or region.

**What's my remax.net email:** Every affiliate with RE/MAX has an @remax.net address. This address is essentially a forwarding (vanity) email that forward incoming mail to the ISP email address of your choice. It's not a true mailbox.

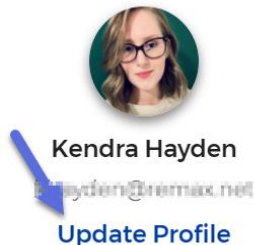
## How to Update Your ISP

Instructions on how to change which email address receives the mail sent to your @remax.net forwarding (vanity) address

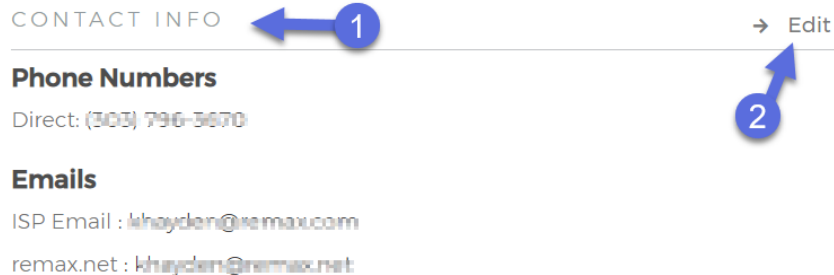
1. Navigate to **MAX/Center** by going to [www.remax.net](http://www.remax.net)
2. **Login** using your @remax.net email and password
3. Once logged in, click on your **avatar** (image) in the upper right corner



4. This will open a widget from the right side of the page; from here, click **Update Profile**



5. In a new browser tab, MAX/Profile will open; from here, locate the **Contact Info** section on the middle of the page and click **Edit**



6. In the **Email** section, click **Edit** out beside the **ISP** field

EMAILS

ISP Email  
khayden@remax.com

remax.net  
khayden@remax.net

7. Within the edit field that opens, **enter the email address** at which you want to receive mail; then click **Save**

CANCEL SAVE

Type \*

ISP Email

Email \*

khayden@remax.com

8. Once saved, you will receive a green banner at the top of the page confirming your changes have been successfully saved to your account

