

# Facebook – Adding TREC Forms

## Summary

Business Page: Add TREC Forms, Completed IABS and Consumer Protection Notice to a post as images as well as identifying what they are, including your information along with identifying your broker. Then pin the post to the top of your FB feed.

Personal Profile: If you represent yourself as a REALTOR® **in any way** on your personal profile, you must make sure your two TREC forms are also added along with identifying yourself as a REALTOR® and your broker's information. See page two of this document.

Keep in mind there is other information is needed on your business Facebook page. For most practical purposes, it acts as a website.

## Business Page

### Instructions:

1. Be sure you have an image file of your **completed** TREC Information About Brokerage Services form and your TREC Consumer Protection Notice available. If you do not have an image file (.jpg or .png) and need instructions on how to create an image file from a pdf file, go to [www.KWMetroNorthTech.com](http://www.KWMetroNorthTech.com) select Tech Videos on the top menu and watch the video on the top section Tammy's Tech Tips called "How to Change a PDF to a JPG Image". (There are several apps available that do this as well.)
2. Login to your Facebook account
3. Go to your Business Page
4. Add a post to your page that have both TREC forms added as images, then add needed text per the below image. Then "Post".
5. Pin the post to the top of your newsfeed by selecting the 3 horizontal dots on the top right of the post, and then select "pin post". This keeps your post at the top of your page.
6. Verify your post looks similar to the image below.






## Personal Profile

### Adding TREC Forms

Add completed IABS and Consumer Protection Notice to Featured Photos in Personal Profile

Instructions from Facebook Help files:

You can select up to 5 featured photos to add to your profile to help people get to know you better. To add featured photos to your profile:

1. Go to your profile and click  Add Featured Photos below your profile picture. If you've already added featured photos, hover over the section and click  in the top right.
2. Click  then select the photo you'd like to add.
3. Click Save.


Keep in mind that featured photos are public and visible to everyone.

### Adding Broker Information


Add Realtor® and Keller Williams Realty, one way is by adding it in your intro per below instructions:

The following instructions are from Facebook Help files:

To add a bio to your intro:

1. Go to your profile
2. Click  below **Intro** on the left
3. Enter a short intro and then click **Save**

To edit or delete your intro:

1. Go to your profile
2. Hover to the right of your intro and click 
3. Edit or update your intro and click **Save**
4. Click **Save**

Keep in mind that your intro is public and visible to everyone.