Customize CMA Cover Sheet
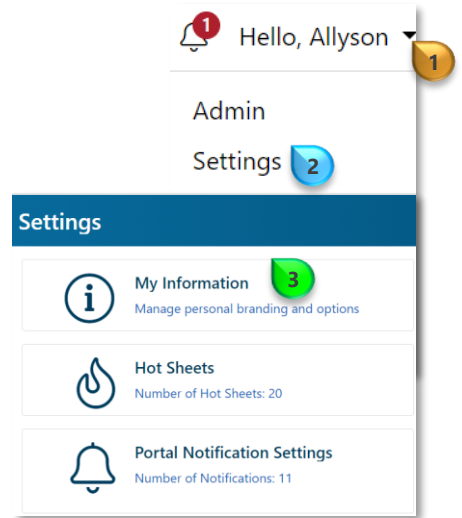
Click the *expand collapse arrow* next to your name **1**

Select "**Settings**" **2**

Click "**My Information**" **3**

Click on "**CMA Cover Sheet**" **4**

Click in the "**Override?**" *Checkbox* **5** to add or change current information

Note: Changes made here will only apply to the **CMA Cover Sheet**

| Information | Header & Footer | CMA Cover Sheet | Email Signature | Portal Profile |

The following fields are used on your CMA Cover Sheet. For each field you can either use the value defined on the Information tab, or override it with a value which is specific to the CMA Cover Sheet.

Override?

Name:	Allyson Fryar	☑
Company:	REcolorado Employee	☐
Address Line 1:		☑
City:	GREENWOOD VILLAGE	☑
State or Province:	CO	☐
Postal Code:		☑
Phone:		
Email:	afryar@recolorado.com	☑
Office Website:	myofficewebsite.com	☑

Upload photo

💾 Save

To add photo, click "**Upload Photo**" **6**

Click "**Save**" **7**