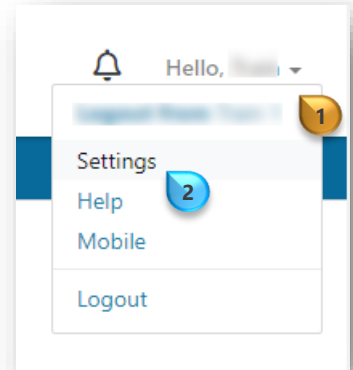
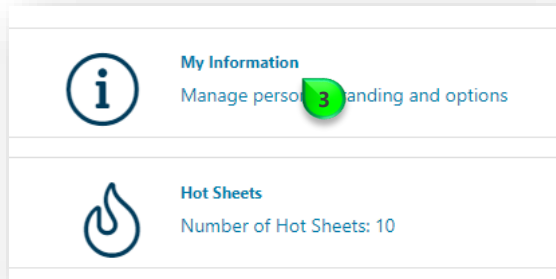


Click on dropdown arrow next to your name **1**

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

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



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

Click the **"Override"** check box **5** to edit a field

Note: The change will appear only in your **CMA Cover Sheet**

Click **"Change Photo"** **6**

Note: First time users will see **"Upload Photo"**

Field	Value	Override?
Name:	Stacy Herbel	<input checked="" type="checkbox"/>
Company:	REcolorado	<input checked="" type="checkbox"/>
Address Line 1:		<input checked="" type="checkbox"/>
City:		<input checked="" type="checkbox"/>
State or Province:	CO	<input checked="" type="checkbox"/>
Postal Code:	80111	<input type="checkbox"/>
Phone:	303-850-9576	<input type="checkbox"/>
Email:	sherbel@recolorado.com	<input type="checkbox"/>
Office Website:		<input checked="" type="checkbox"/>

Use *directional arrows* **7** to select a previously uploaded photo

or

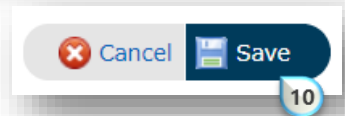
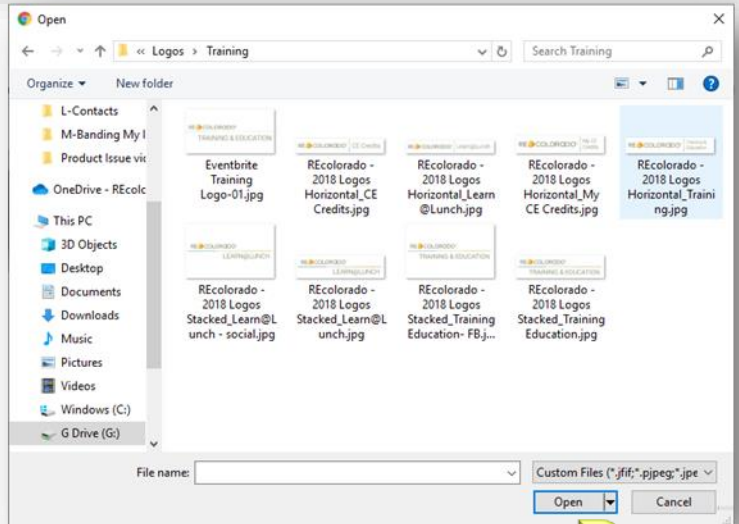
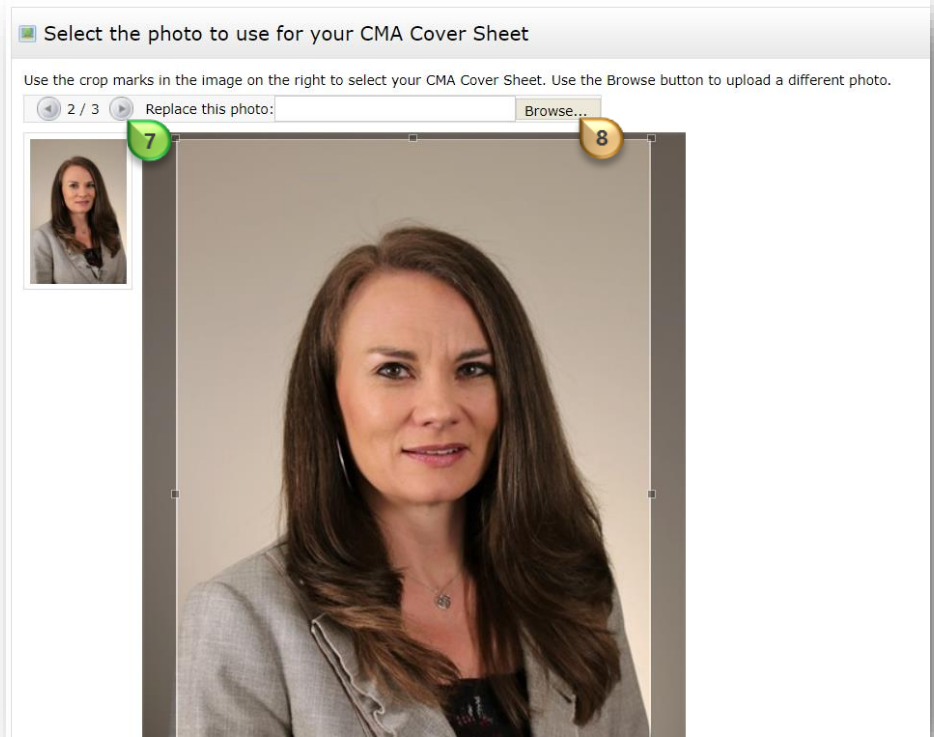
Click **"Browse"** **8** to upload an image

A directory will open

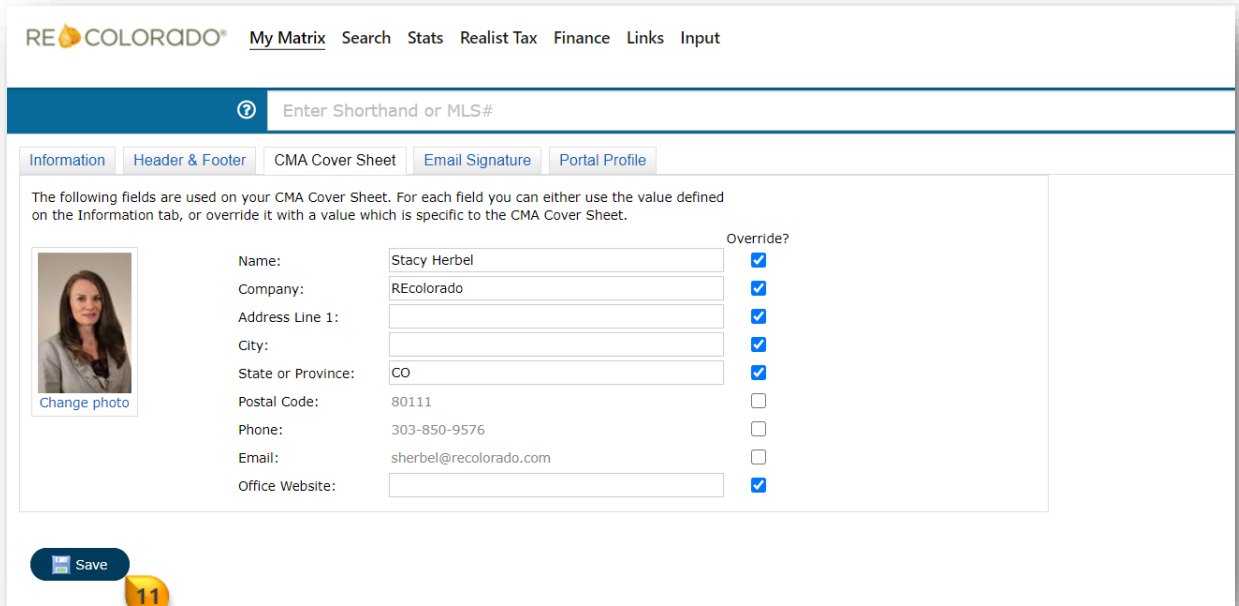
Select the desired file

Click **"Open"** **9**

Click **"Save"** **10**
To return to *CMA Cover Sheet* tab



Click "Save" 




RECOLORADO® My Matrix Search Stats Realist Tax Finance Links Input

Enter Shorthand or MLS#

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.

 Change photo	Name:	<input type="text" value="Stacy Herbel"/>	Override?	<input checked="" type="checkbox"/>
	Company:	<input type="text" value="REcolorado"/>		<input checked="" type="checkbox"/>
	Address Line 1:	<input type="text"/>		<input checked="" type="checkbox"/>
	City:	<input type="text"/>		<input checked="" type="checkbox"/>
	State or Province:	<input type="text" value="CO"/>		<input checked="" type="checkbox"/>
	Postal Code:	<input type="text" value="80111"/>		<input type="checkbox"/>
	Phone:	<input type="text" value="303-850-9576"/>		<input type="checkbox"/>
	Email:	<input type="text" value="sherbel@recolorado.com"/>		<input type="checkbox"/>
	Office Website:	<input type="text"/>		<input checked="" type="checkbox"/>

[Save](#) 