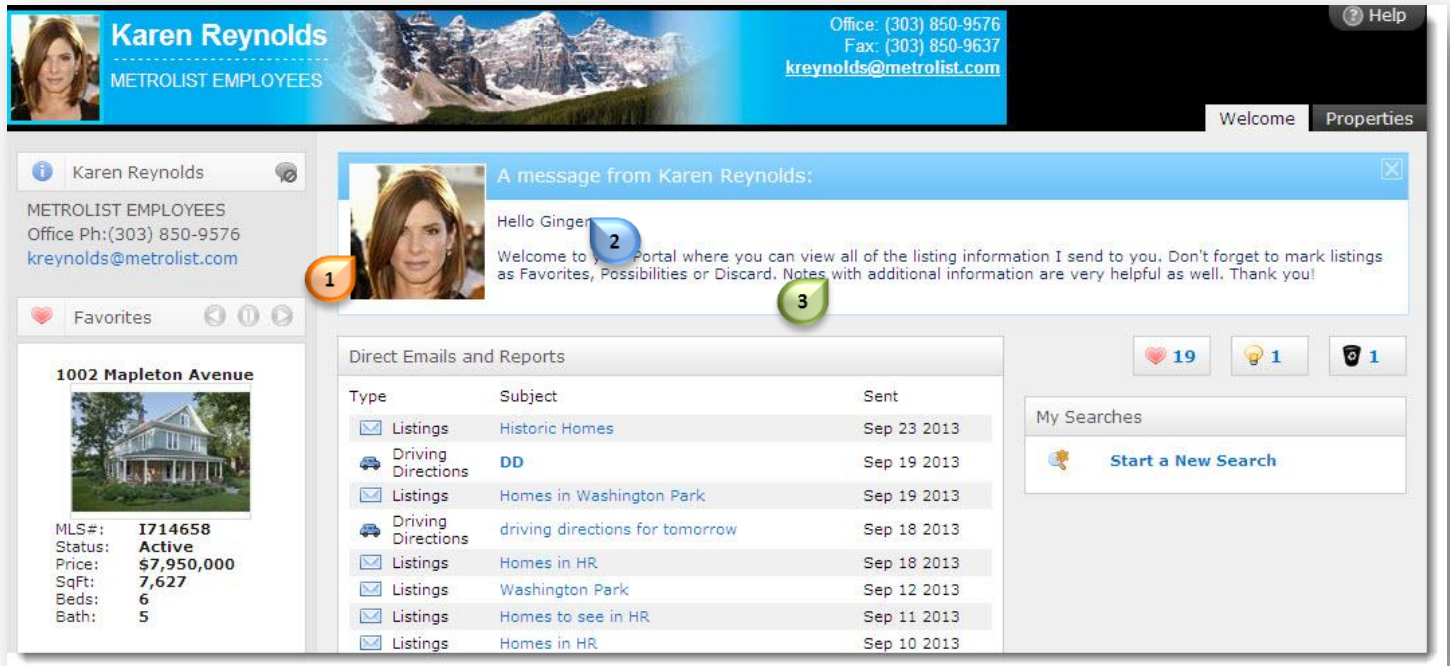


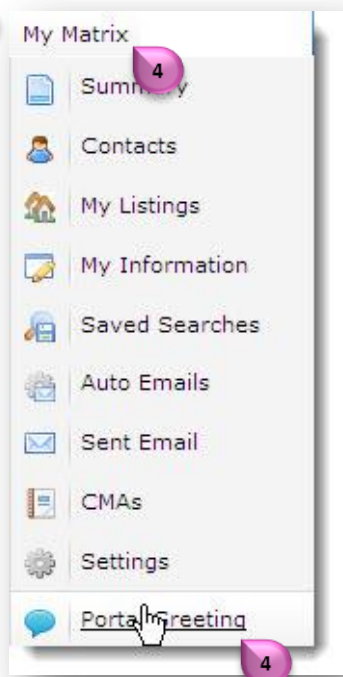
# Customize your Portal Greeting

The Portal Greeting is located on the Welcome Page of the Client Portal. It is your option to add a custom greeting. If you choose to leave it blank then the greeting space minimizes. If you would like to do so you can customize the following areas.

- Your Photo 1
- The Salutation 2
- The Message 3

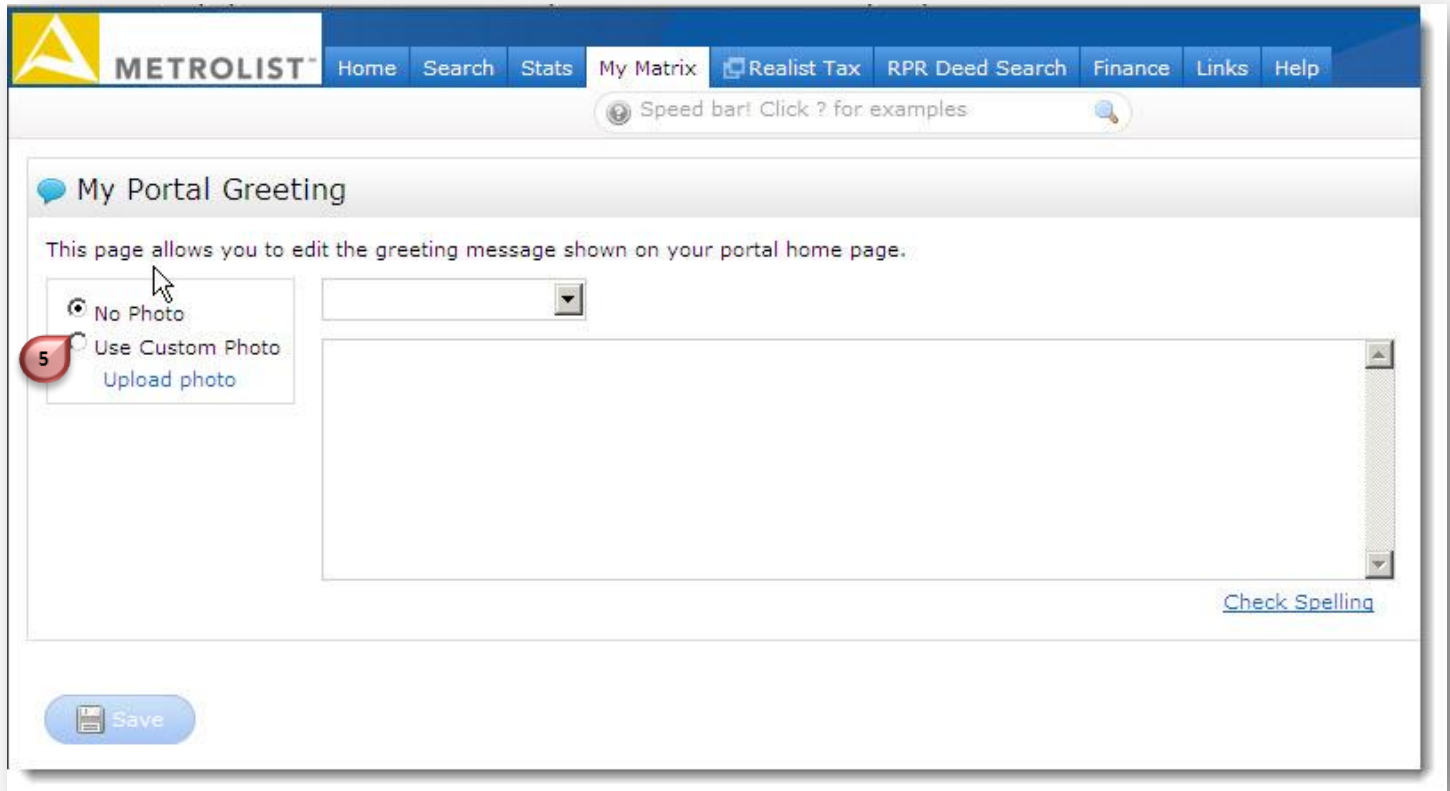


- In Matrix hover over **My Matrix** 4 and click **Portal Greeting** 4



# Customize your Portal Greeting

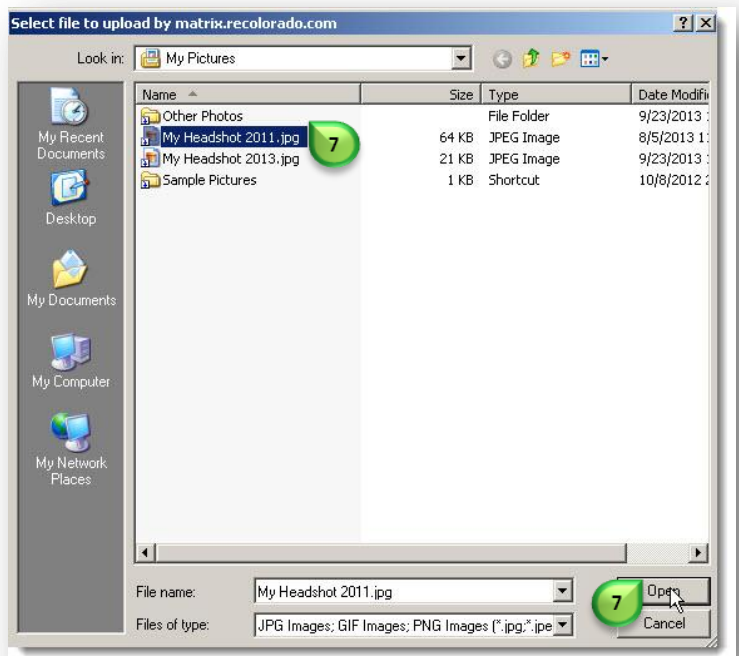
- To upload a photo click the radio button for **Use Custom Photo** 5



- Click **Upload Photo** 6



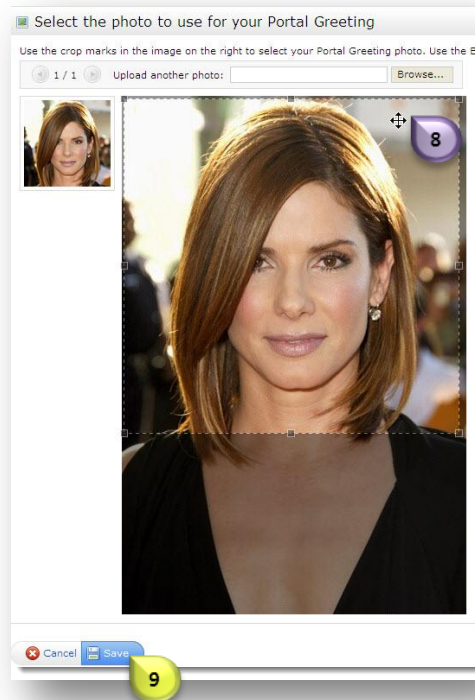
- Browse for your photo, click to **select** the file, then click **Open** 7



# Customize your Portal Greeting

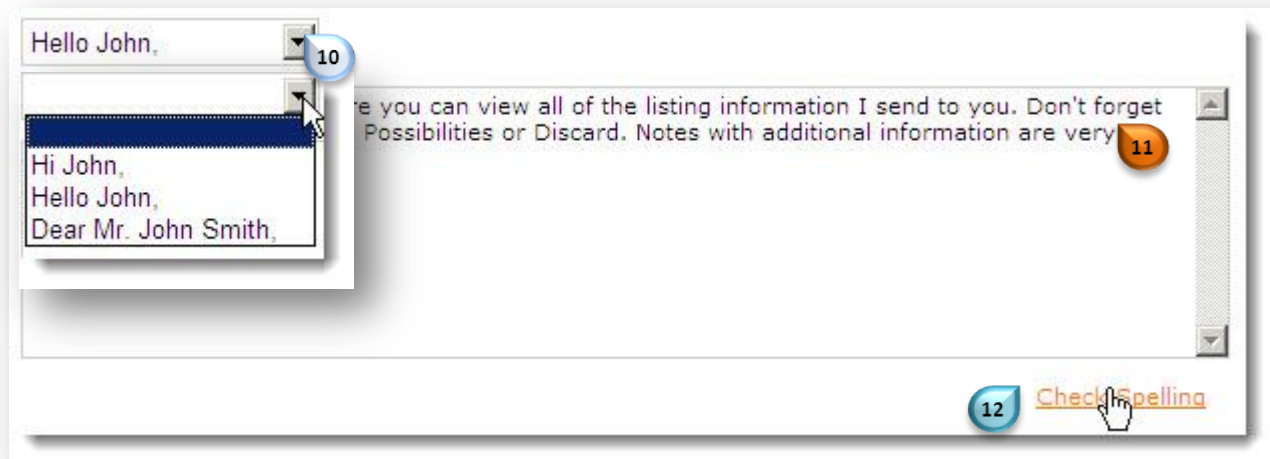
- Click & Drag **8** to position the crop window to your liking.
- Click **Save** **9**

Note: You cannot delete a photo once uploaded and saved. You can upload another photo and use it instead.



- Select the **salutation** **10** you prefer.

Note: "John" is a placeholder and will be replaced with your client's real name.



- Type **11** your portal greeting and click **Check Spelling** **12** for good measure.

Note: This is a global greeting. This one message will appear on Client Portals for all of your Contacts.

- Click **Save** **13**

