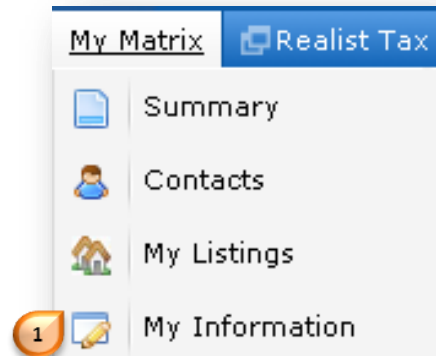


Customize CMA Cover Sheet

Hover over the “**My Matrix**” tab, select **My Information**. 1



Click on “**CMA Cover Sheet**” 2

Click the “**Override?**” Check-box 3 next to the field you want to edit.

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

Click “**Upload Photo**” 4

 A screenshot of a web application's configuration page for the 'CMA Cover Sheet'. The page has several tabs: 'Information', 'Header & Footer', 'CMA Cover Sheet', 'Portal Information', and 'Email Signature'. The 'CMA Cover Sheet' tab is active. Below the tabs, there is a text block: '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.' Below this text is a form with the following fields:

Field	Value	Override?
Name:	John Realtor	<input checked="" type="checkbox"/>
Company:	ABC Realty	<input checked="" type="checkbox"/>
Address Line 1:	100 Main Street	<input type="checkbox"/>
Address Line 2:		<input type="checkbox"/>
City:	Denver	<input checked="" type="checkbox"/>
State or Province:	CO	<input type="checkbox"/>
Postal Code:	80203	<input type="checkbox"/>
Phone:	303-850-9613	<input type="checkbox"/>
Email:	JRealtor@yahoo.com	<input checked="" type="checkbox"/>

 To the left of the form is a photo of a man in a suit. Below the photo is a link labeled 'Upload photo'. At the bottom of the form is a blue 'Save' button. Callout bubbles with numbers 1 through 5 point to various elements: 1 points to the 'My Information' option in the previous image, 2 points to the 'CMA Cover Sheet' tab, 3 points to the 'Override?' checkbox for the Name field, 4 points to the 'Upload photo' link, and 5 points to the 'Save' button.

Click “**Save**” 5