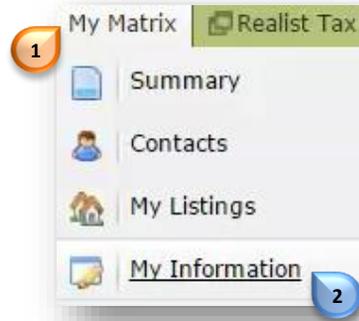
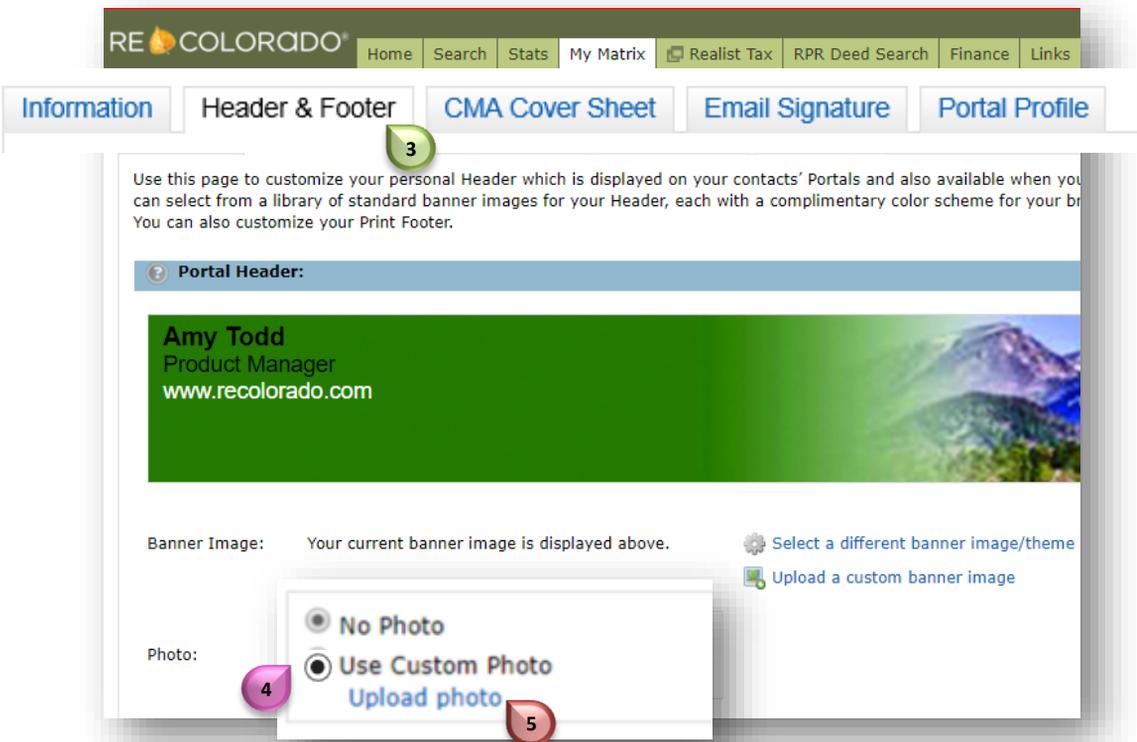


Add Your Photo to a Portal/Report Header

Hover over **“My Matrix”**  and select **“My Information”** 



Click **“Header & Footer”** 

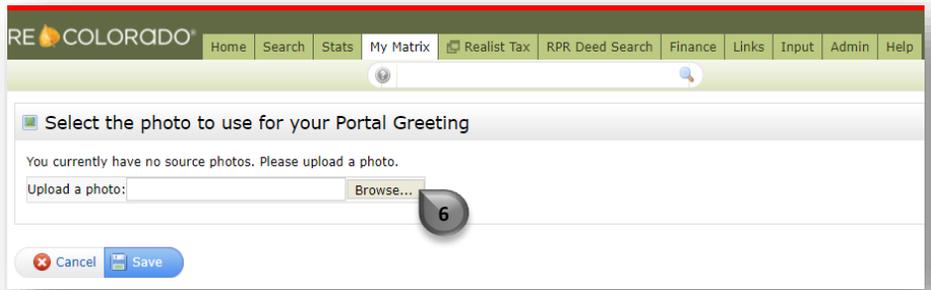


Click the **radio button**  next to **“Use Custom Photo”**

Click **“Upload Photo”** 

Add Your Photo to a Portal/Report Header

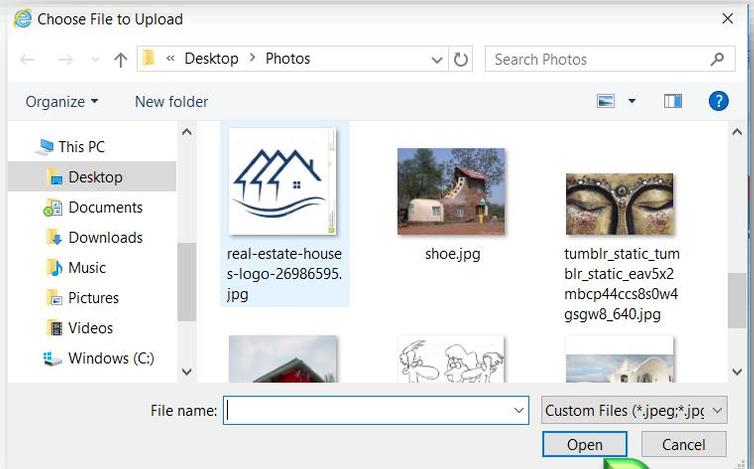
Click **“Browse”**



A directory from the device you are working on opens

Click on the file of interest

Click **“Open”**



The image file you select will open in Matrix.

Click **“Save”**

