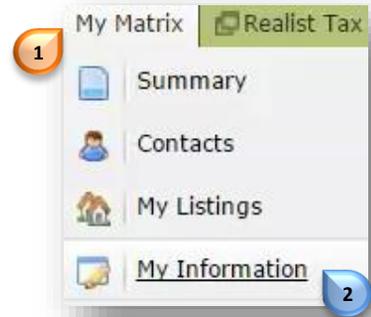
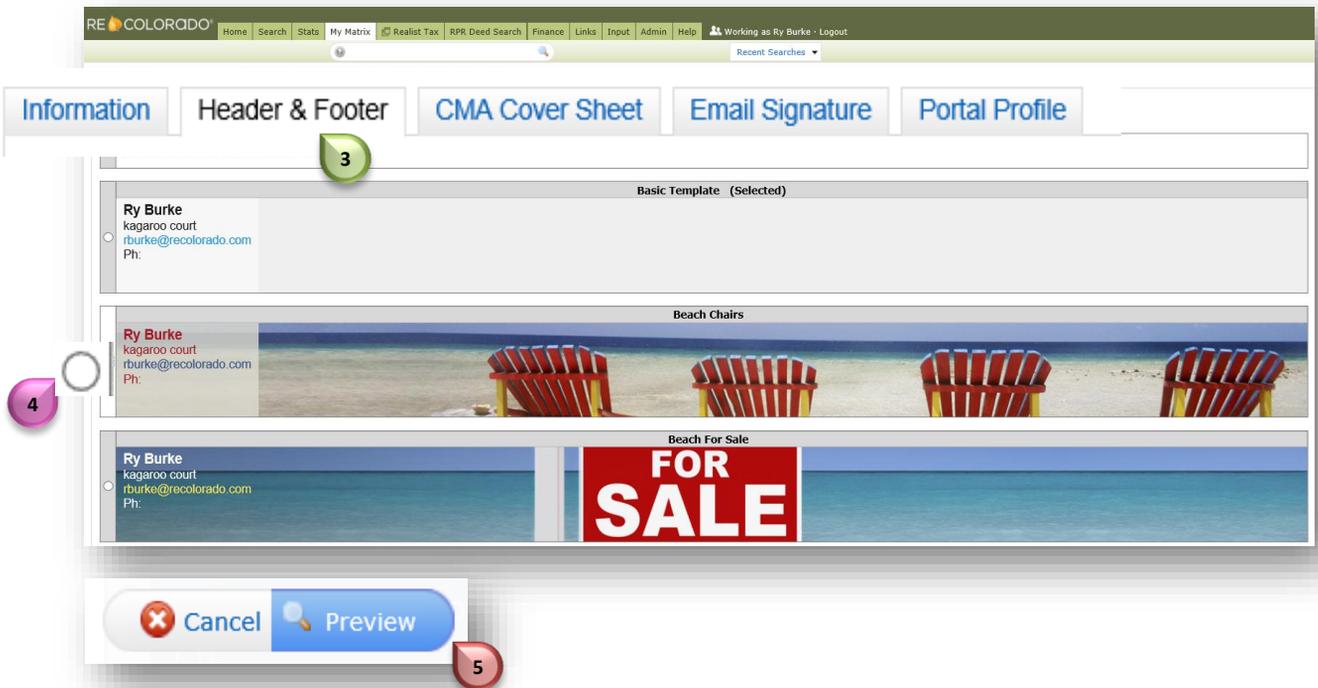


# Select a Portal / Report Header

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



Click “Header & Footer” 



Select a header by clicking the **radio button**  next to the header of interest

Scroll to the bottom of the page and click “**Preview**” 

RE COLORADO® Home Search Stats My Matrix Realist Tax RPR Deed Search Finance Links Input Admin Help

Information Header & Footer CMA Cover Sheet Email Signature Portal Profile

Use this page to customize your personal Header which is displayed on your contacts' Portals and also available when you print displays and reports. You can select from a library of standard banner images for your Header, each with a complimentary color scheme for your branding, or upload your own. You can also customize your Print Footer.

**Portal Header:**

**Haven Beck**  
Office Ph: 303-850-9576  
Office Fax: 303-850-9637

Banner Image: Your current banner image is displayed above.

**Select a different banner image/theme**

Upload a custom banner image

Photo:  No Photo  Use Custom Photo [Change photo](#)

Branding: Haven Beck

Office Ph: 303-850-9576

[Reset Branding to Defaults](#) [Save](#)

Click **“Save”** <sup>6</sup> to keep the selected banner

Click **“Select a different banner image/theme”** <sup>7</sup> to start the selection process over

To select Contact Information to appear on your banner click on the branding dropdown <sup>8</sup>