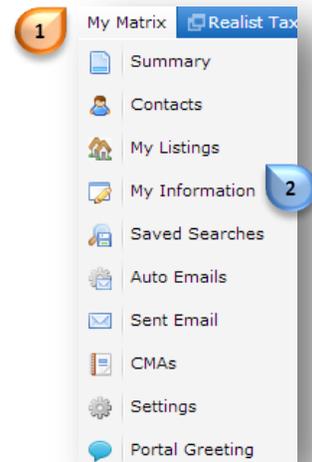


Select a Portal/Report Header

Hover over “My Matrix” **1** and select “My Information” **2**



Select “Header & Footer” **3**



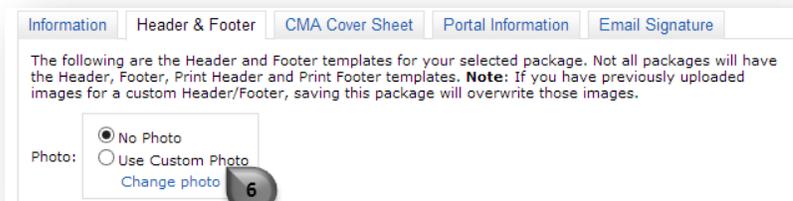
Select a header and click the radio button next to the header of interest **4**



Click “Preview” **5**



To upload a personal photo select “Use Custom Photo” and click “Change Photo” **6**



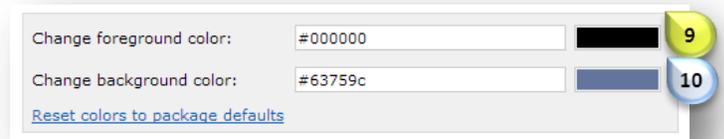
Select a Portal/Report Header

Click **“Browse”** ⁷ to select a photo from your computer



Click **“Save”** ⁸

To change the foreground text color ⁹ or the background color ¹⁰ click the respective color field and move the circle to select a color



To preview a different header, click **“Select a different package”** ¹¹ and repeat the steps



To finalize your selected header click **“Save”** ¹²

Note: The header you select will auto-populate with the information you have on file with Metrolist. If the information that presents is incorrect or you would like to present different information please see *How to Update Your Membership Information*.