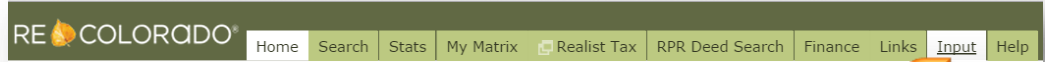


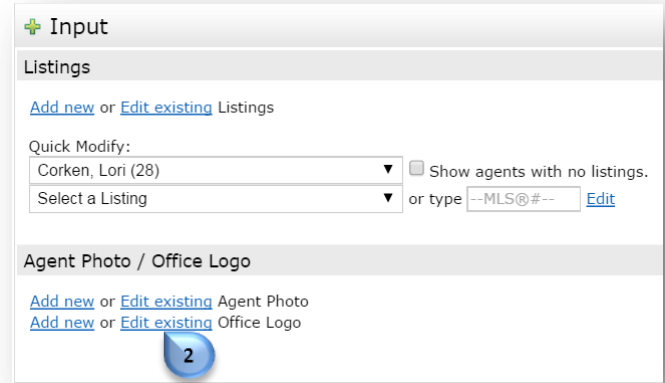
Add an Office Logo to Your REcolorado Profile


Only Managing Brokers, Participants, and Office Admins can upload an office logo. When a logo is uploaded for the office it will appear for all members of that office


- Log in to Matrix

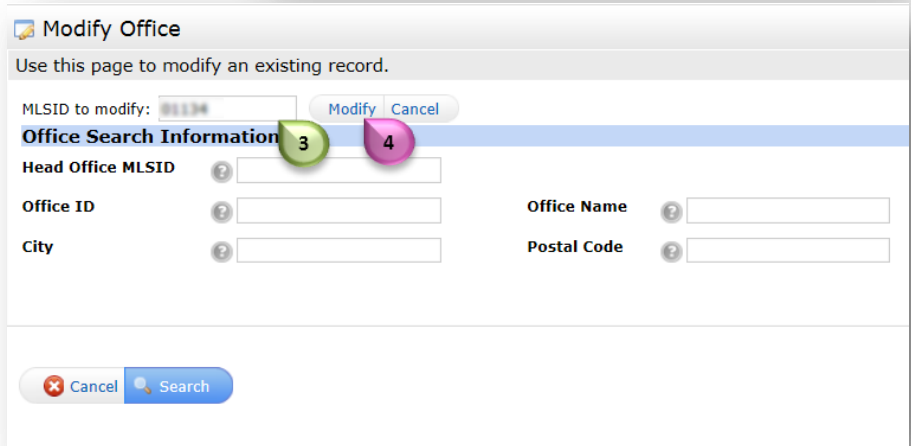


- Click "Input" 



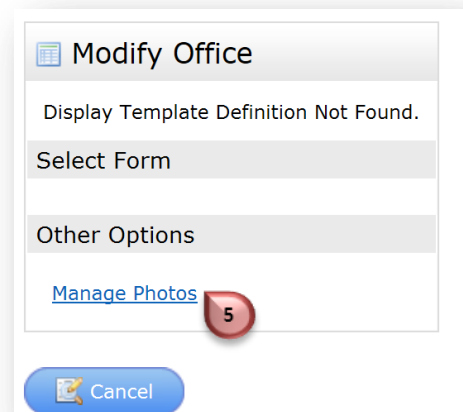
- Under **Agent Photo / Office Logo** Click "Edit existing"  next to **Office Logo**

- Enter your Office ID in the "MLSID to modify" field 




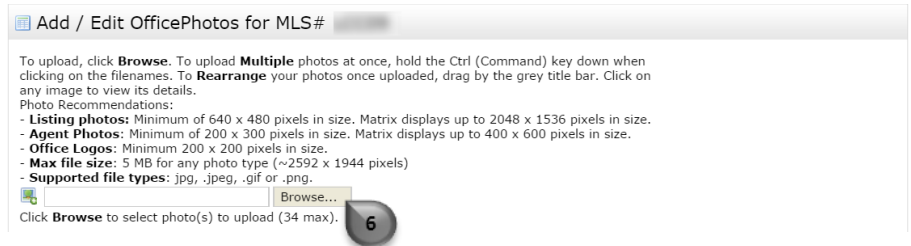
- Click "Modify" 

- Click "Manage Photos" 

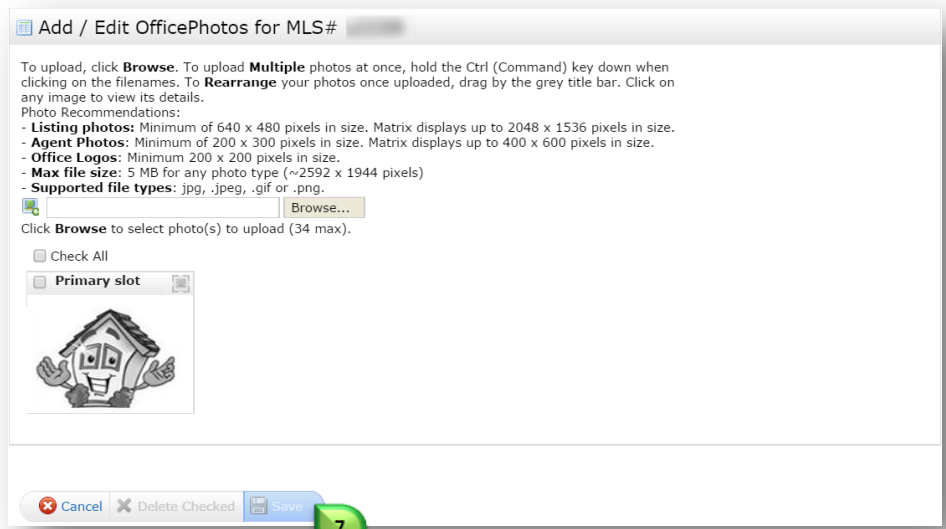


Add an Office Logo to Your REColorado Profile

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



- The logo you select will appear



- Click “**Save**” 

Note:

- Image should be 200 x 300 pixels
- Your logo will appear in Matrix agent search results within 15 minutes
- Your logo will appear on your My REcolorado Profile page within 4 days
- Uploading your logo here will have no effect on your Matrix Client Portal or Reports