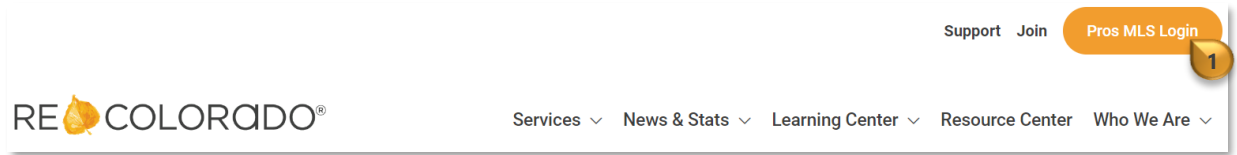
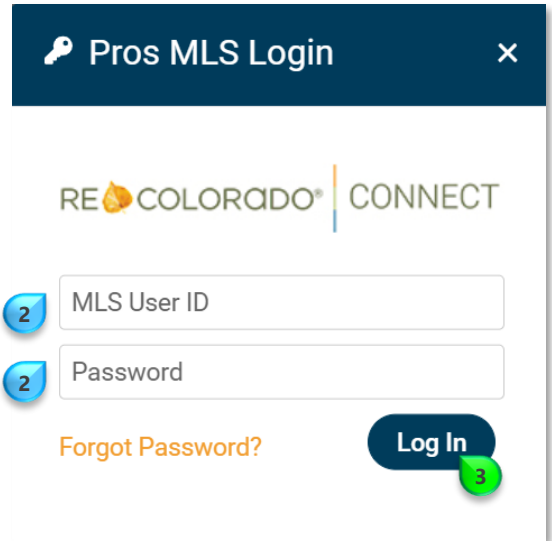


# Add An Office Logo to Your REcolorado Profile

Go to *REcolorado.com* click "**Pros MLS Login**" <sup>1</sup>

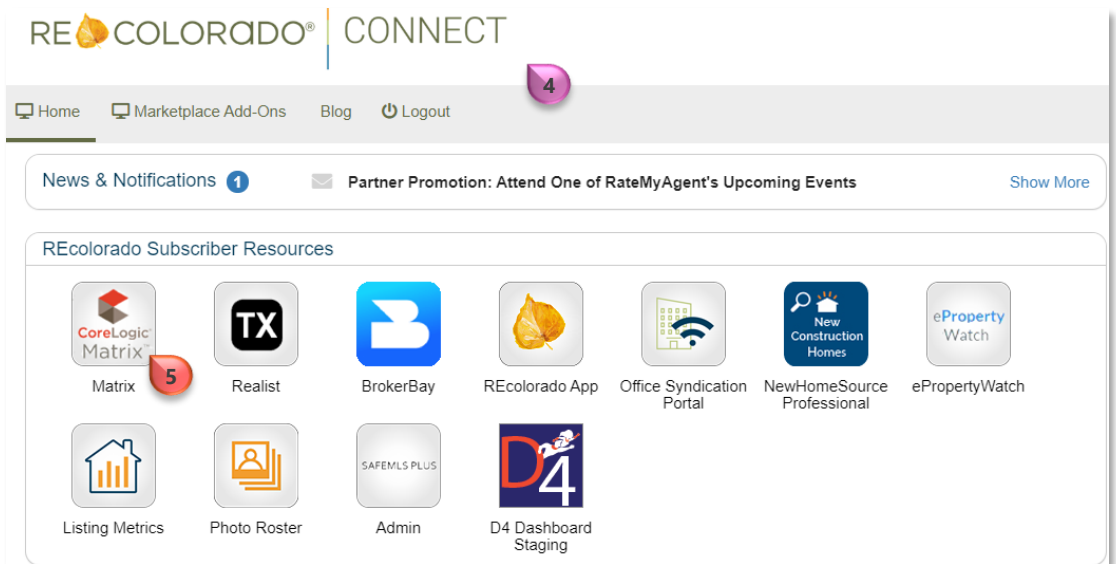


Enter your *REcolorado* credentials in the **Pros MLS Login** fields <sup>2</sup>



Click "**Log In**" <sup>3</sup>

The **REcolorado CONNECT** Page presents <sup>4</sup>

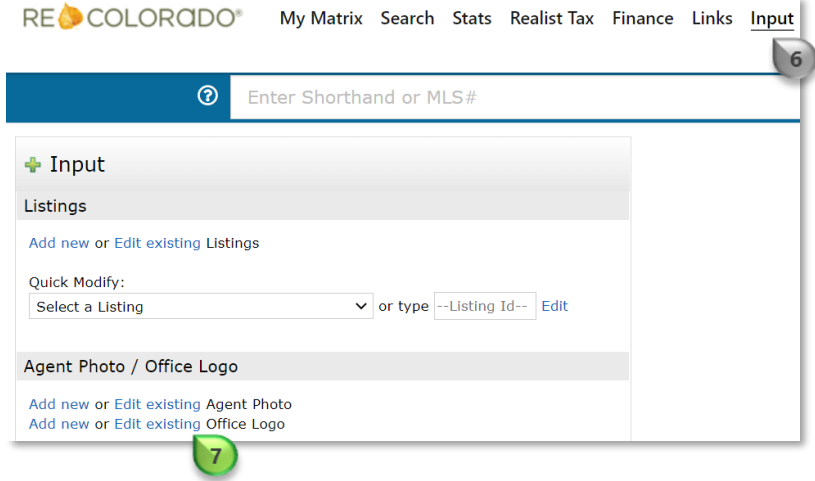


Click on "**Matrix**" <sup>5</sup>

# Add An Office Logo to Your REcolorado Profile

**Note:** 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.

Click the **"Input"** tab 



RECOLORADO® My Matrix Search Stats Realist Tax Finance Links **Input**

Enter Shorthand or MLS#

**+ Input**

Listings

Add new or Edit existing Listings


Quick Modify:


Select a Listing  or type  Listing Id-- Edit

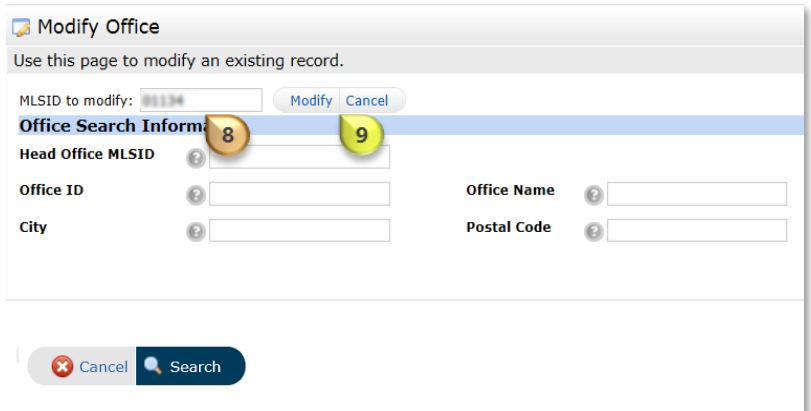
**Agent Photo / Office Logo**

Add new or Edit existing Agent Photo

Add new or Edit existing Office Logo

Under *Agent Photo/Office logo* click **"Edit existing"** next to **Office Logo** 

Enter your office ID in the **"MLSID to modify"** field 



**Modify Office**

Use this page to modify an existing record.

MLSID to modify:

**Office Search Information**

Head Office MLSID

Office ID

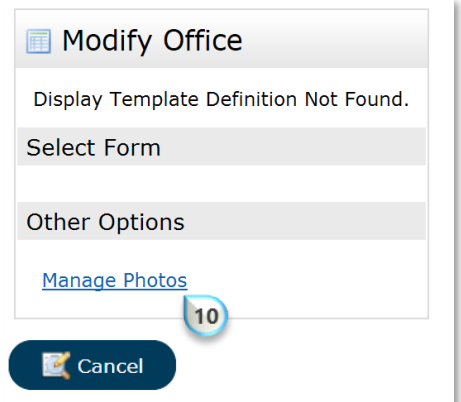
City

Office Name

Postal Code

Click **"Modify"** 

Click **"Manage Photos"** 



**Modify Office**

Display Template Definition Not Found.

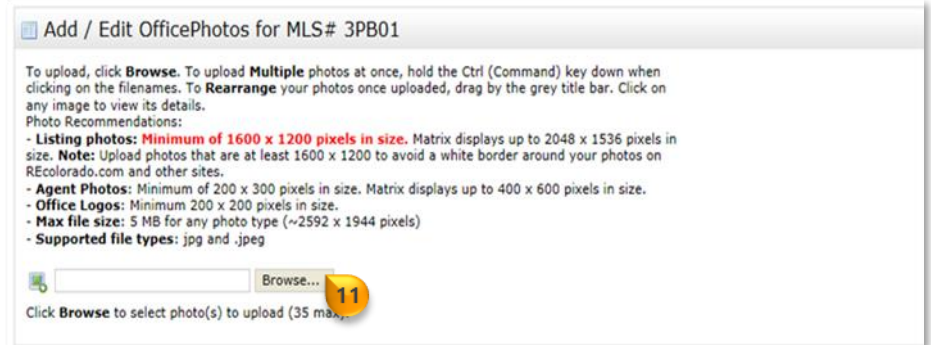
Select Form

Other Options

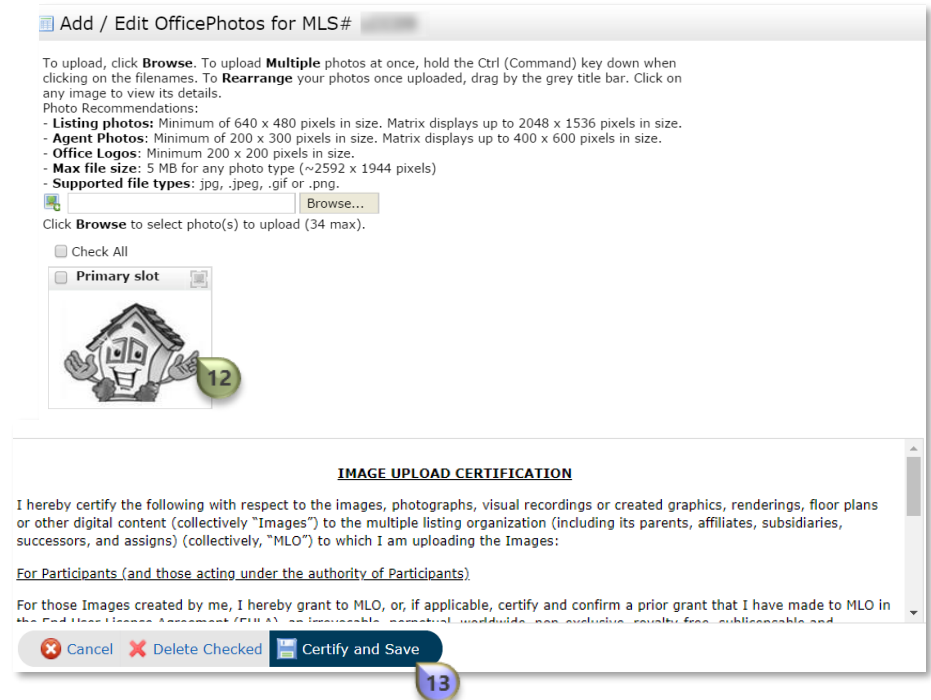
[Manage Photos](#)

# Add An Office Logo to Your REcolorado Profile

Click "**Browse**" <sup>11</sup> to select a photo from your device



The Logo you select will present <sup>12</sup>



Click "**Certify and Save**" <sup>13</sup>

## Note:

- 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 *Matrix Reports*