Click on *expand collapse arrow* next to your name 〔1〕

Select "**Settings**" 〔2〕

🔔 **Working As**
Allyson Fryar ▾ 〔1〕

Switch to Keri Daniels
Switch to Tricia Fleming
Admin
Settings 〔2〕
Help
Mobile

Logout ⤷

Click "**My Information**" 〔3〕

ⓘ   My Information 〔3〕
Manage personal branding and options

🔥   Hot Sheets
Number of Hot Sheets: 10
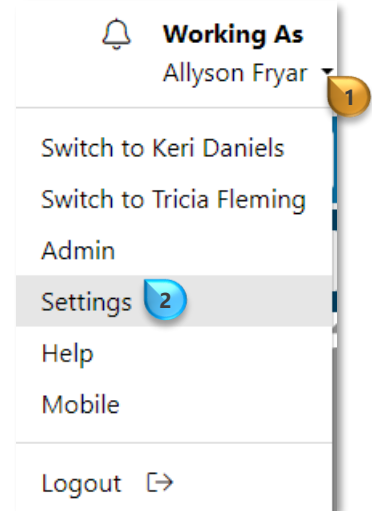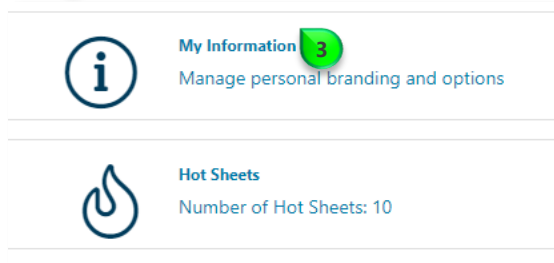
Click on "**CMA Cover Sheet**" 〔4〕

Click the "**Override**" *check box* 〔5〕 to edit a field

> **Note**: The change will appear only on your **CMA Cover Sheet**

Click "**Change Photo**" 〔6〕

> **Note**: First time users will see "**Upload Photo**"

| Information | Header & Footer | CMA Cover Sheet 〔4〕 | Email Signature | Portal Profile |

The following fields are used on your CMA Cover Sheet. For each field you can either use the value defined on the Information tab, or override it with a value which is specific to the CMA Cover Sheet.

			Override?
	Name:	Stacy Herbel	☑
	Company:	REcolorado	☑
	Address Line 1:		☑
	City:		☑ 〔5〕
	State or Province:	CO	☑
Change photo 〔6〕	Postal Code:	80111	☐
	Phone:	303-850-9576	☐
	Email:	sherbel@recolorado.com	☐
	Office Website:		☑

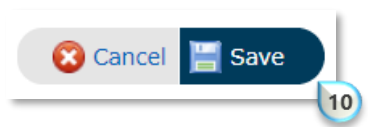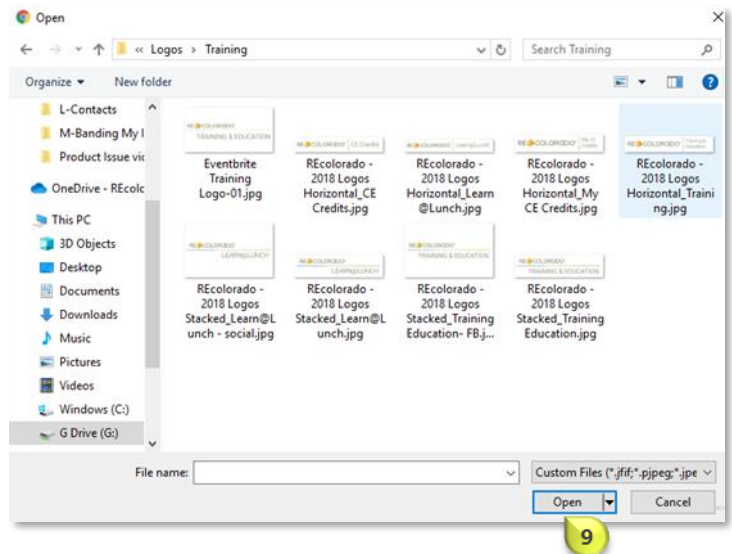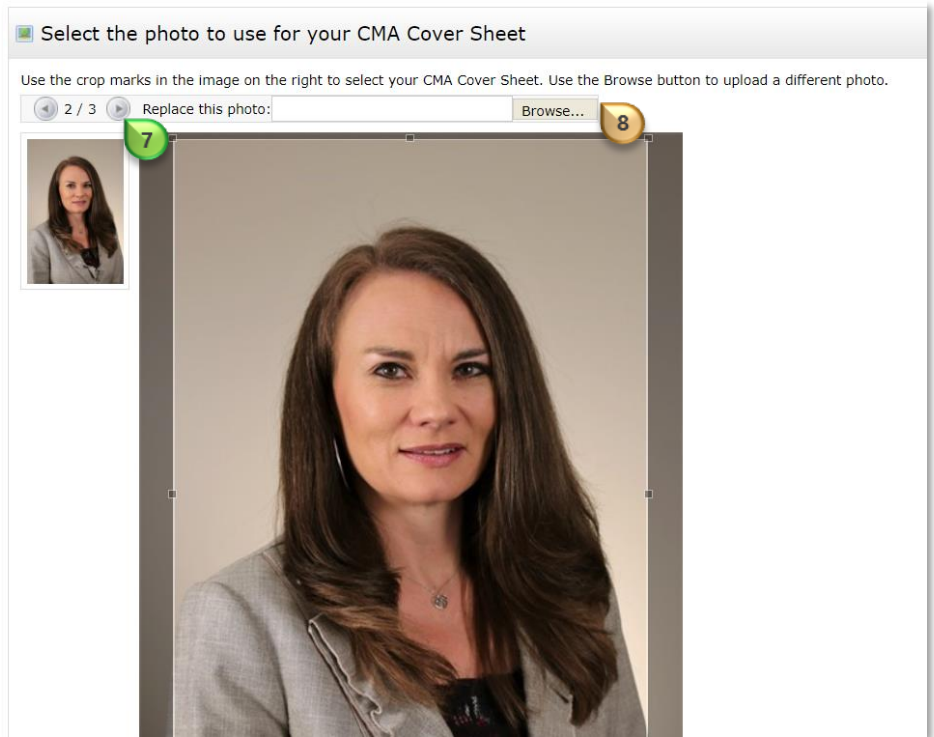Use *directional arrows* (7) to select a previously uploaded photo

or

Click "**Browse**" (8) to upload an image

A directory will open

Select the desired file

Click "**Open**" (9)

Click "**Save**" (10) To return to *CMA Cover Sheet* tab

☐ Select the photo to use for your CMA Cover Sheet

Use the crop marks in the image on the right to select your CMA Cover Sheet. Use the Browse button to upload a different photo.

2 / 3   Replace this photo: [   ]   Browse… (8)

Click "**Save**" 11

The following fields are used on your CMA Cover Sheet. For each field you can either use the value defined on the Information tab, or override it with a value which is specific to the CMA Cover Sheet.

| | Information | Header & Footer | CMA Cover Sheet | Email Signature | Portal Profile |

Override?

Name:	Stacy Herbel	☑
Company:	REcolorado	☑
Address Line 1:		☑
City:		☑
State or Province:	CO	☑
Postal Code:	80111	☐
Phone:	303-850-9576	☐
Email:	sherbel@recolorado.com	☐
Office Website:		☑

Change photo

💾 Save

11