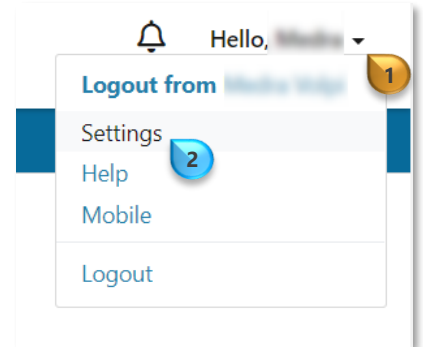


Select a Portal / Report Header

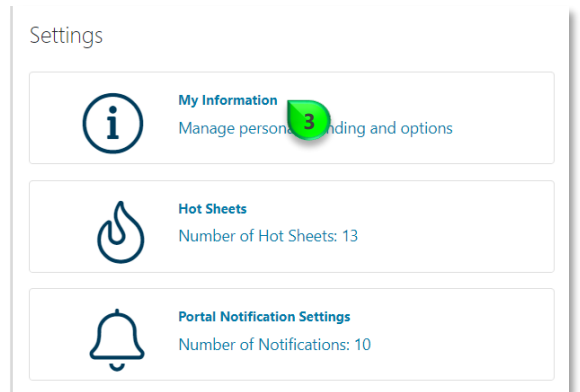
Matrix allows you to select a header for your *Client Portal* and printable reports.

Click the *expand collapse arrow* next to your name **1**

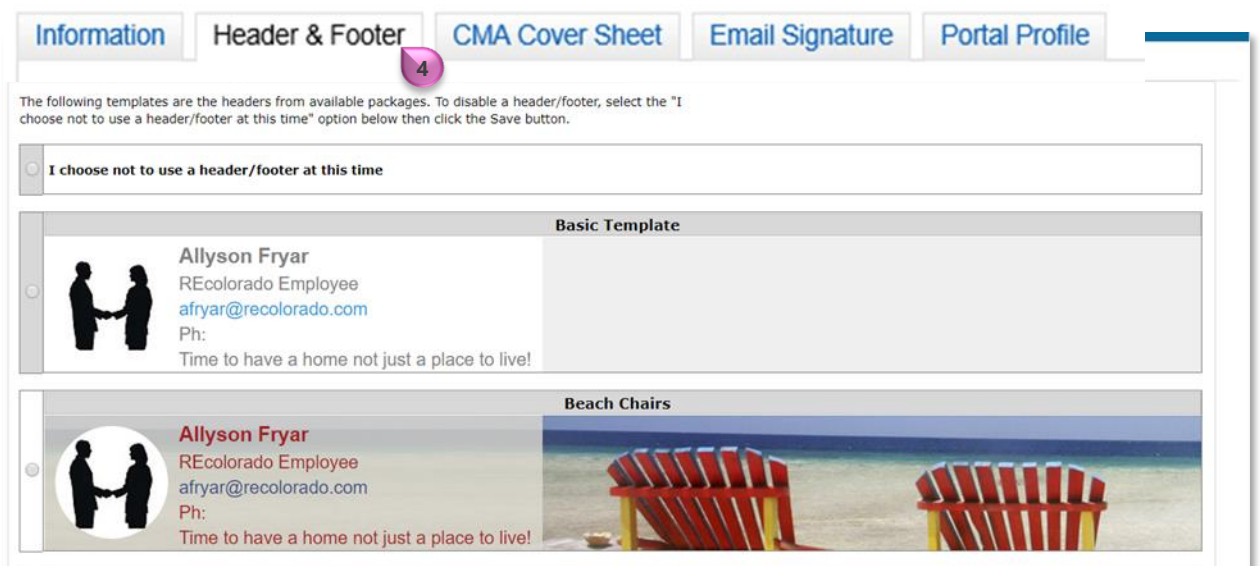
Select "**Settings**" **2**



Click "**My Information**" **3**



Click "**Header & Footer**" **4**



Select a Portal / Report Header


Select a *header* by clicking the *radio button* **5** next to the *header* of interest

Information
Header & Footer
CMA Cover Sheet
Email Signature
Portal Profile

The following templates are the headers from available packages. To disable a header/footer, select the "I choose not to use a header/footer at this time" option below then click the Save button.


I choose not to use a header/footer at this time

Basic Template



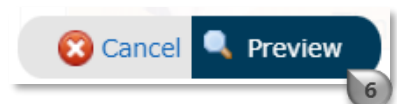
Allyson Fryar
REcolorado Employee
afryar@recolorado.com
Ph:
Time to have a home not just a place to live!

Beach Chairs



Allyson Fryar
REcolorado Employee
afryar@recolorado.com
Ph:
Time to have a home not just a place to live!

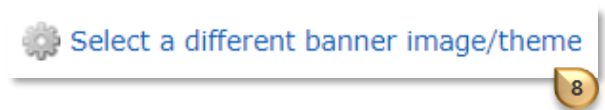
Scroll to the bottom of the page and click **"Preview"** **6**



Click **"Save"** **7** to keep the selected banner



Click **"Select a different banner image/theme"** **8** to start the selection process over



To select *Contact Information* to display on the banner click on the **Branding** drop downs and select the options of interest **9**

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:

Stacy Anderson-Oakes

Mobile: 303-555-1234

Ph: 303-850-9576

www.recolorado.com

Your listing Your lead

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:

Stacy Anderson-Oakes ▼

Mobile: 303-555-1234 ▼

Ph: 303-850-9576 ▼ **9**

www.recolorado.com ▼

Your listing Your lead ▼

Colors: Use theme defaults Use custom colors

Click **"Save"** **10**

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

10