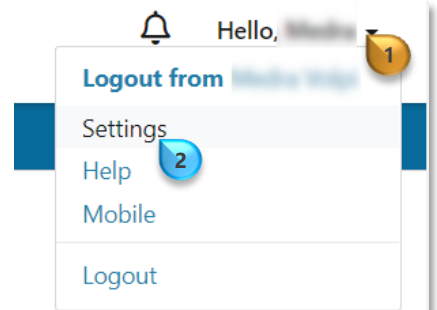


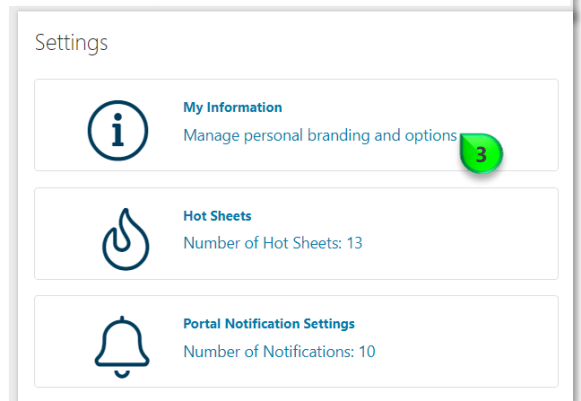
Change a Portal / Report Header

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

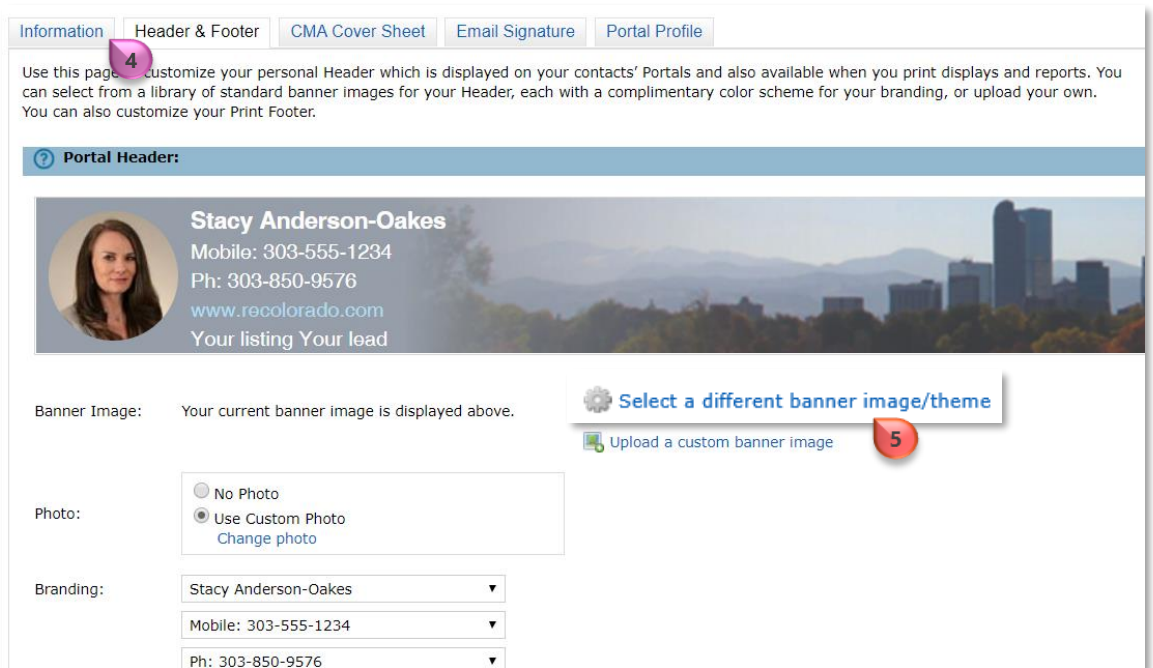
Select **"Settings"** **2**



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



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



Click **"Select a different banner image/theme"** **5**

Change a Portal / Report Header

Click the *radio button* **6** 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**" **7**

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. You can select from a library of standard banner images for your Header, each with a complimentary color scheme for your branding. You can also customize your Print Footer.

Portal Header:

Haven Beck
Office Ph:303-850-9576
Office Fax: 303-850-9637

Banner Image: Your current banner image is displayed above.

Photo: No Photo Use Custom Photo [Change photo](#)

Branding: Haven Beck

Click "**Save**" **8** to keep the selected banner