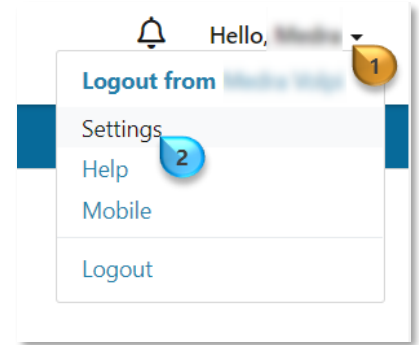


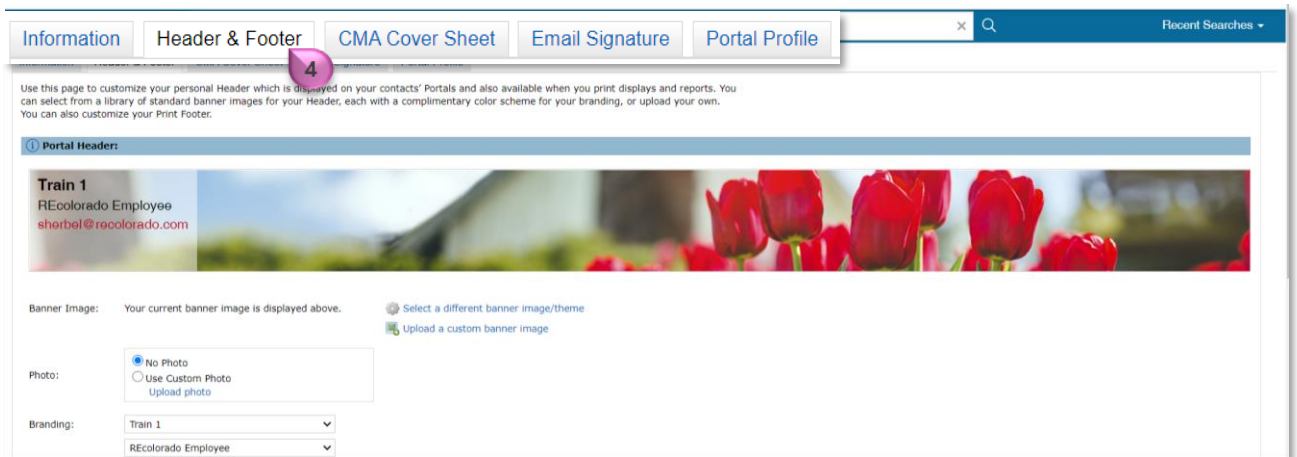
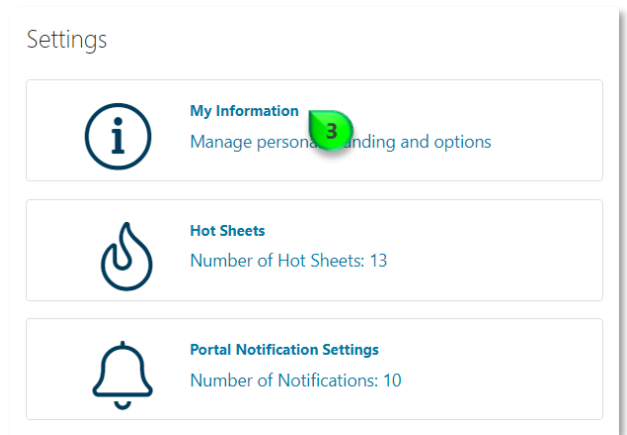
Add Your Photo to a Portal/ Report Header

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

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



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



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

Add Your Photo to a Portal / Report Header

Enter Shorthand or MLS#

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:

Train 1
REcolorado Employee
sherbel@recolorado.com

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 [Upload photo](#)

Branding:

Click the *radio button* **5** next to **"Use Custom Photo"**

Click **"Upload Photo/Change Photo"** **6**

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

Select the photo to use for your Portal Greeting

Use the crop marks in the image on the right to select your Portal Greeting. Use the Browse button to upload a different photo.


1 / 3 Replace this photo: [Browse...](#)

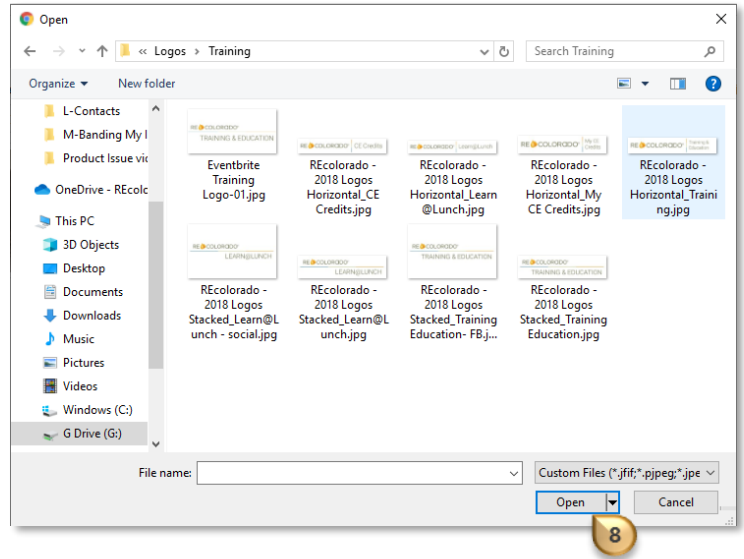
Click **"Browse"** **7**

Add Your Photo to a Portal / Report Header

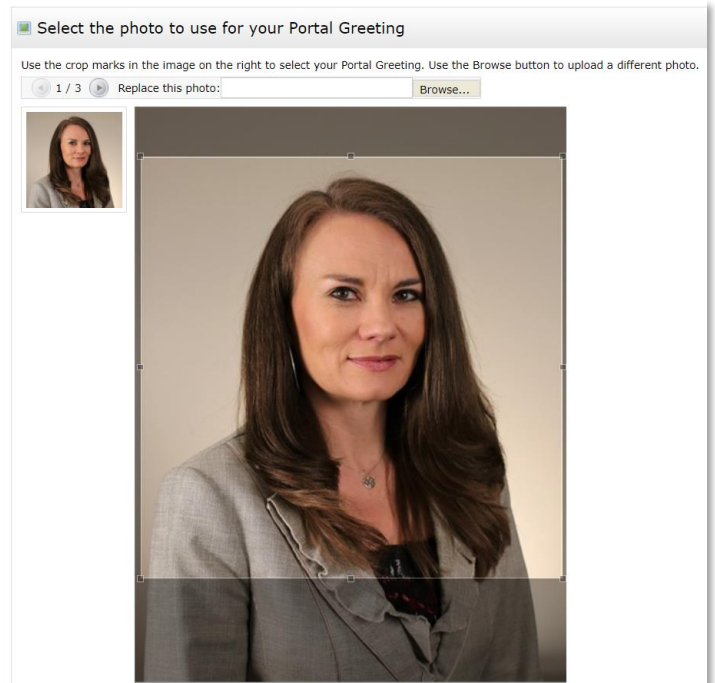
A directory will open select the desired file

Note: Based on the operating device of the user, the directory may appear different than the example shown

Click "Open" 



The image file selected will open in *Matrix*



Note: If photo crop options appear adjust your photo as desired

Click "Save" 

