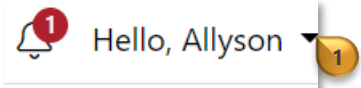


# Change Photo On a Portal / Report Header

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



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

- Admin
- Settings **2**
- Help

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

**Settings**


- My Information** **3**  
Manage personal branding and options
- Hot Sheets**  
Number of Hot Sheets: 20
- Portal Notification Settings**  
Number of Notifications: 11

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

Information | **Header & Footer** **4** | 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 can select from a library of standard banner images for your Header, each with a complimentary color scheme for your brand. You can also customize your Print Footer.

**Portal Header:**



**Allyson Fryar**  
REcolorado Employee  
Office Ph: 303-850-9576  
[myofficewebsite.com](http://myofficewebsite.com)  
Time to have a home not just a place to live!

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](#) **5**

Click on **"Change photo"** **5**

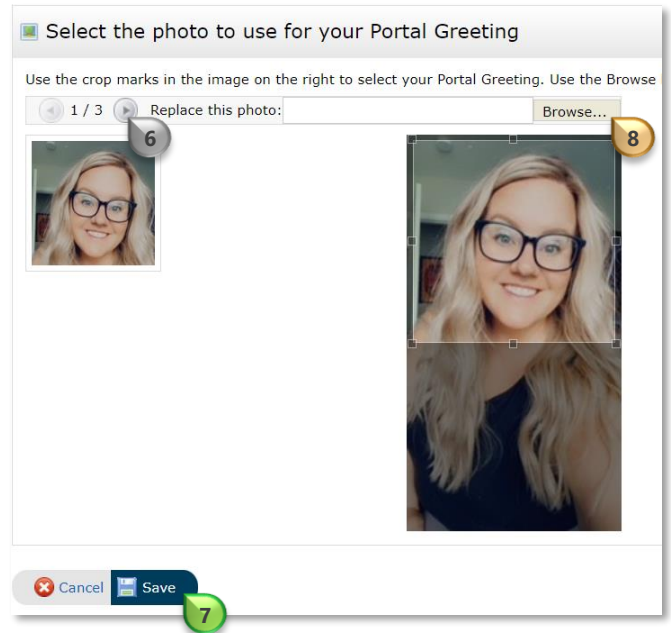
# Change Photo On a Portal / Report Header

Click the *arrows* **6** to scroll through photos that have already been uploaded to *Matrix*

When the desired photo appears, click "**Save**" **7**

Or click "**Browse**" **8**

**Note:** If 3 photos have already been uploaded in *Matrix*, clicking "**Browse**" will replace the photo being previewed

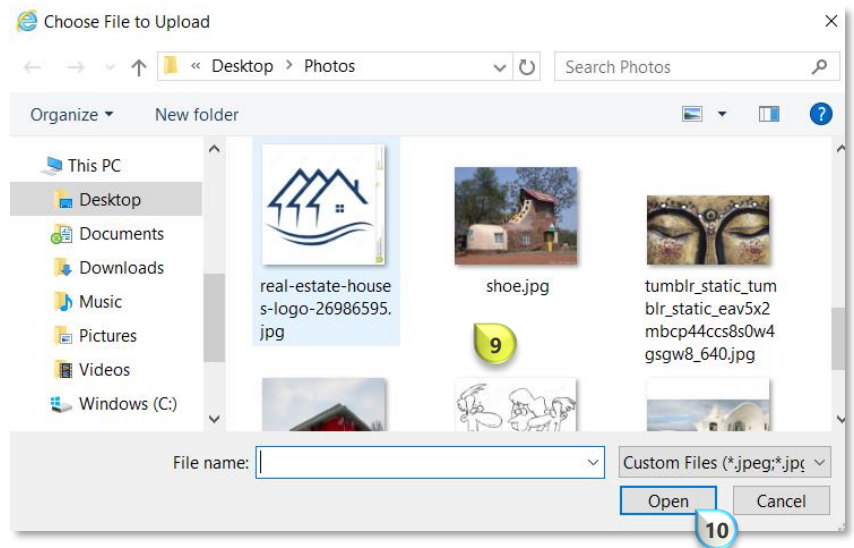


A directory of files on your device will present

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

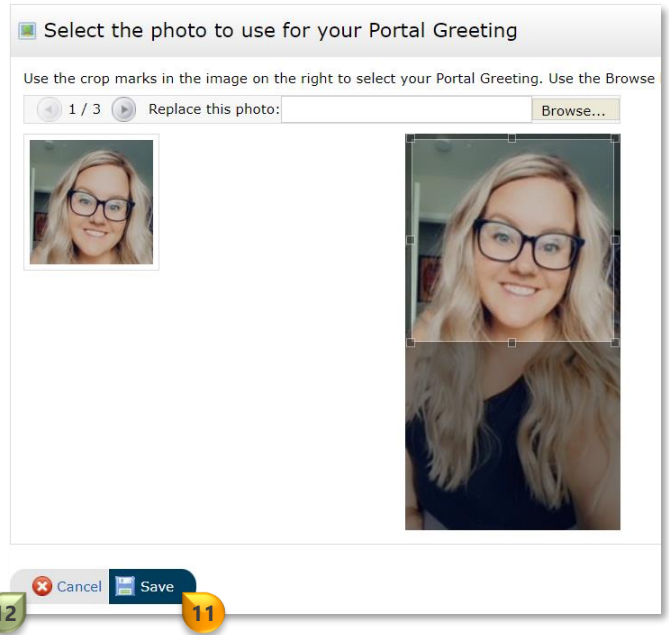
Select the desired file **9**

Click "**Open**" **10**



# Change Photo On a Portal / Report Header

The image file selected will open



Click **"Save"** 

The selected image will immediately appear on the *Header*

Or click **"Cancel"**  to start over