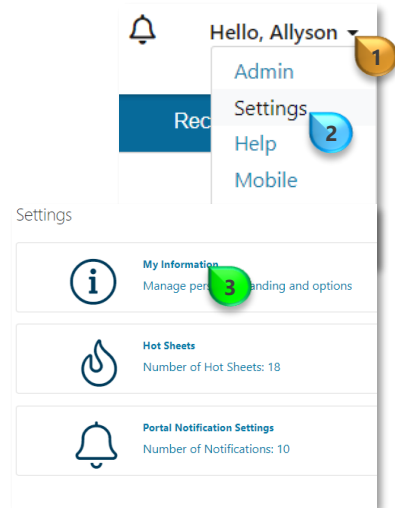


# Customize CMA Cover Sheet

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

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

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




Click on **"CMA Cover Sheet"** **4**

Click in the **"Override?"** *Checkbox* **5** to add or change current information

**Note:** Changes made here will only apply to the **CMA Cover Sheet**

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.

 <a href="#">Upload photo</a> <b>6</b>	<p>Name: <input type="text" value="Allyson Fryar"/></p> <p>Company: REcolorado Employee</p> <p>Address Line 1: <input type="text"/></p> <p>City: GREENWOOD VILLAGE</p> <p>State or Province: CO</p> <p>Postal Code: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Email: afryar@recolorado.com</p> <p>Office Website: myofficewebsite.com</p>	<p>Override?</p> <p><input checked="" type="checkbox"/> <b>5</b></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>
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Save **7**

To add photo, click **"Upload Photo"** **6**

Click **"Save"** **7**