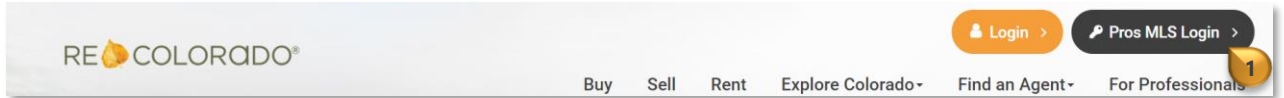


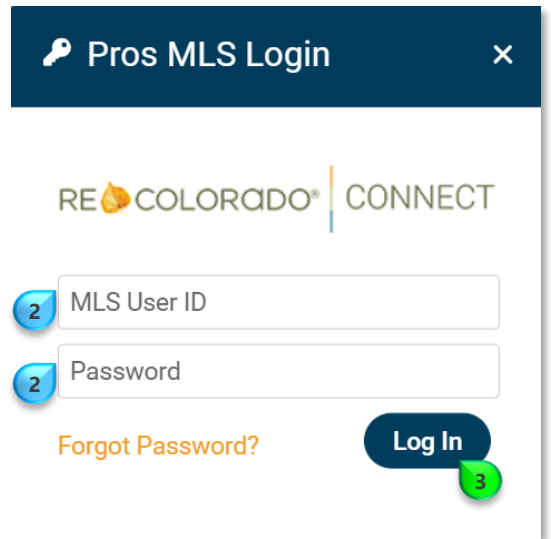
Add an Office Logo for REcolorado and Matrix

Only Managing Brokers, Participants, and Office Admins can upload an office logo. When a logo is uploaded for the office it will appear for all members of that office

Launch *REcolorado.com* and click "**Pros MLS Login**" 1

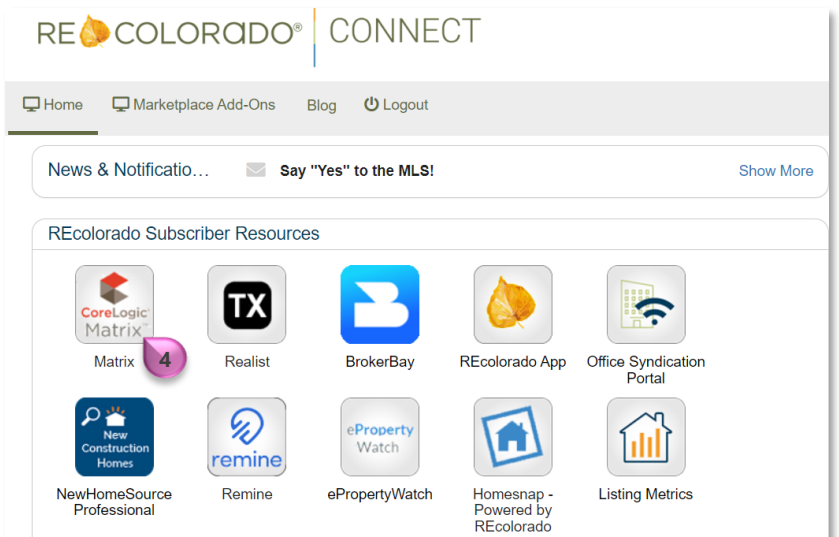


Enter your credentials in the **Pros MLS Login** fields 2



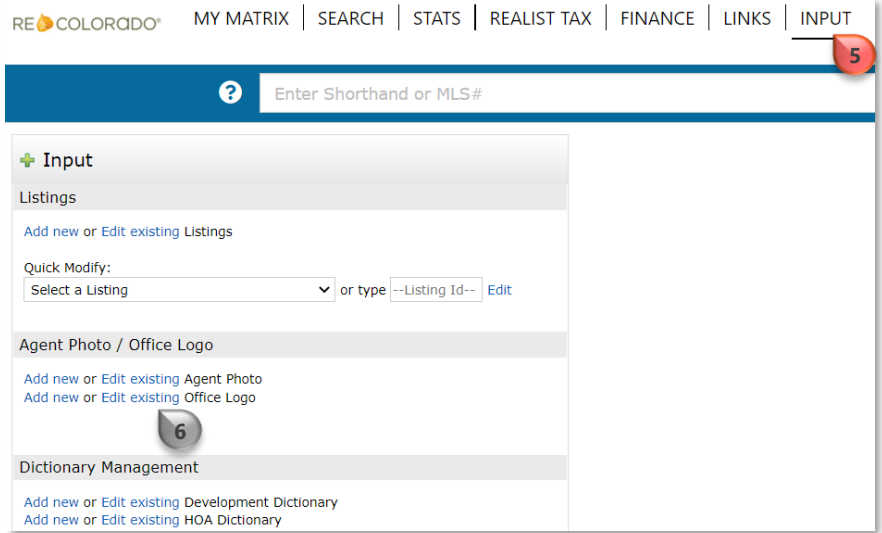
Click "**Log In**" 3

From the **REcolorado Connect** Page click "**Matrix**" 4




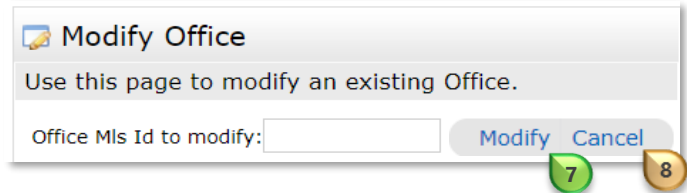
Add an Office Logo for REcolorado and Matrix

Click **"Input"** 



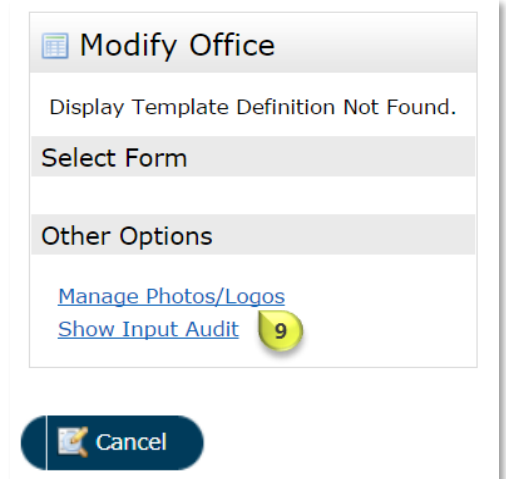
Under **Agent Photo/ Office Logo** click **"Edit Listing"** 

Enter Office ID in the **"Office MLS Id to modify"**  field



Click **"Modify"** 

Click **"Manage Photos/Logos"** 



Add an Office Logo for REcolorado and Matrix

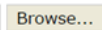
Click "**Browse**"
to select the desired
image file **10**

Add / Edit OfficePhotos for MLS# MLIST

To upload, click **Browse**. To upload **Multiple** photos at once, hold the Ctrl (Command) key down when clicking on the filenames. To **Rearrange** your photos once uploaded, drag by the grey title bar. Click on any image to view its details.

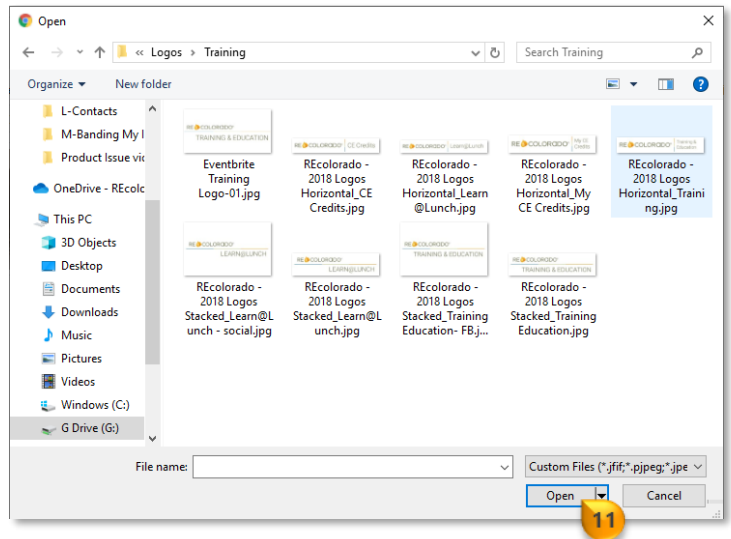
Photo Recommendations:

- **Listing photos:** **Minimum of 1600 x 1200 pixels in size.** Matrix displays up to 2048 x 1536 pixels in size. **Note:** Upload photos that are at least 1600 x 1200 to avoid a white border around your photos on REcolorado.com and other sites.
- **Agent Photos:** Minimum of 200 x 300 pixels in size. Matrix displays up to 400 x 600 pixels in size.
- **Office Logos:** Minimum 200 x 200 pixels in size.
- **Max file size:** 5 MB for any photo type (~2592 x 1944 pixels)
- **Supported file types:** jpg and .jpeg

 **Browse...**

Click **Browse** to select photo(s) to upload (34 max). **10**

A directory will open
Select the desired file
Click "**Open**" **11**



Open

Organize New folder

File name: Custom Files (*.jiff;*.jpeg;*.jpe)

Open **Cancel**

11

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

The logo selected will present **12**

Add / Edit OfficePhotos for MLS# MLIST

To upload, click **Browse**. To upload **Multiple** photos at once, hold the Ctrl (Command) key down when clicking on the filenames. To **Rearrange** your photos once uploaded, drag by the grey title bar. Click on any image to view its details.

Photo Recommendations:


- **Listing photos:** **Minimum of 1600 x 1200 pixels in size.** Matrix displays up to 2048 x 1536 pixels in size. **Note:** Upload photos that are at least 1600 x 1200 to avoid a white border around your photos on REcolorado.com and other sites.
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- **Max file size:** 5 MB for any photo type (~2592 x 1944 pixels)
- **Supported file types:** Jpg and .Jpeg

Browse...

Click **Browse** to select photo(s) to upload (34 max).

Check All

Primary slot



12

Cancel **Delete Checked** **Certify and Save**

13

Click "**Certify and Save**" **13**