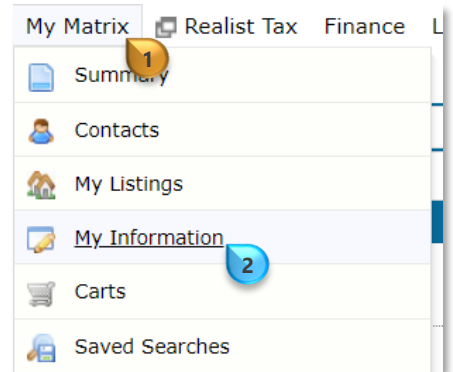


Customize CMA Cover Sheet

Hover over **"My Matrix"** 1

Select **"My Information"** 2



Click on **"CMA Cover Sheet"** 3


Click the **"Override"** check box 4 next to the field if editing is needed

Note: The change will appear only in your **CMA Cover Sheet**

Click **"Change Photo"** 5

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

A screenshot of the 'CMA Cover Sheet' configuration page. At the top are tabs: Information, Header & Footer, CMA Cover Sheet (active, with a green circle 3), Email Signature, and Portal Profile. Below the tabs is a text block: '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.' Below this is a table of fields with 'Override?' checkboxes. A 'Change photo' link with a red circle 5 is next to a photo of a woman. At the bottom is a 'Save' button with a red circle 6.

		Override?
	Name:	Allyson Fryar <input checked="" type="checkbox"/>
	Company:	REcolorado Employee <input checked="" type="checkbox"/>
	Address Line 1:	<input type="text"/> <input checked="" type="checkbox"/>
	City:	GREENWOOD VILLAGE <input checked="" type="checkbox"/>
	State or Province:	CO <input type="checkbox"/> 4
	Postal Code:	<input type="text"/> <input checked="" type="checkbox"/>
	Phone:	<input type="text"/>
	Email:	afryar@recolorado.com <input checked="" type="checkbox"/>
	Office Website:	myofficewebsite.com <input checked="" type="checkbox"/>

Click **"Save"** 6