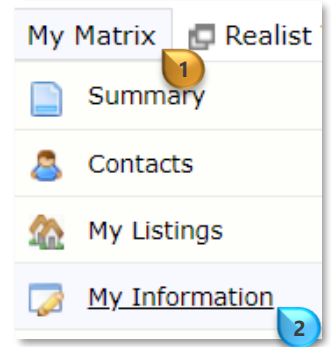


# Select a Portal / Report Header

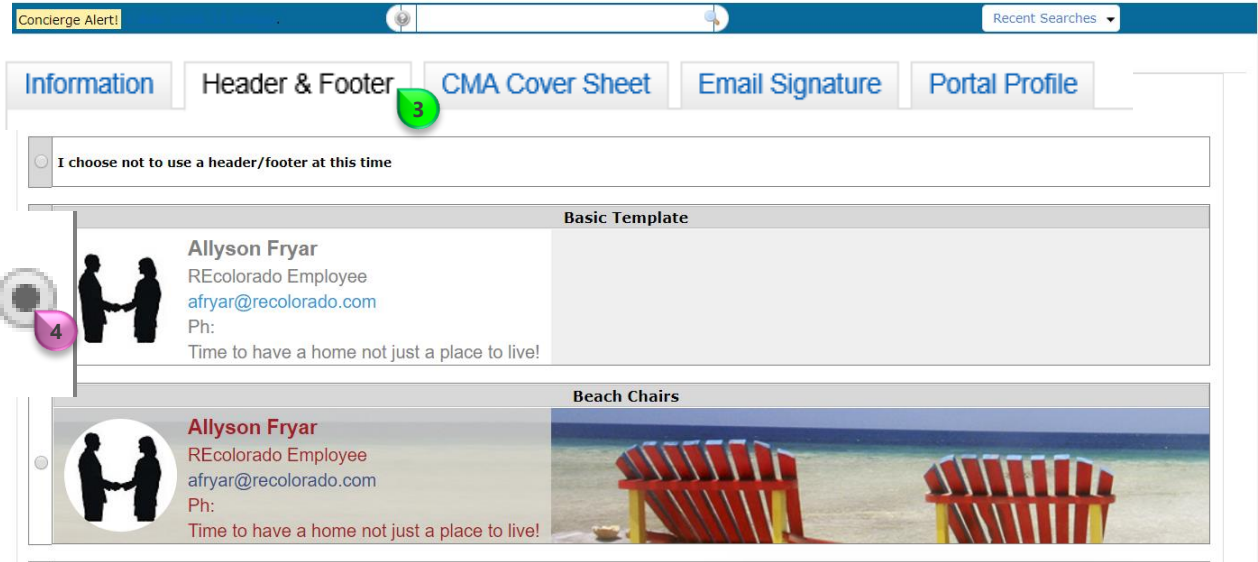
Hover over **My Matrix** 1

Select **"My Information"** 2

Click **"Header & Footer"** 3



RECOLORADO® Home Search Stats My Matrix Realist Tax Finance Input Admin Help Working as Allyson Fryar · Logout




Select a *header* by clicking the *radio button* next to the *header* of interest 4

Scroll to the bottom of the page and click **"Preview"** 5


Click **"Save"**  to keep the selected banner


Click **"Select a different banner image/theme"**  to start the selection process over

To select *Contact Information to display* on the banner click on the **Branding drop downs** and select the options of interest 

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:**



**Stacy Anderson-Oakes**

Mobile: 303-555-1234

Ph: 303-850-9576

[www.recolorado.com](http://www.recolorado.com)



Your listing Your lead



**Banner Image:** Your current banner image is displayed above.



**Photo:**



No Photo  
 Use Custom Photo  
[Change photo](#)


**Branding:**



 


 





**Colors:**

Use theme defaults  
 Use custom colors

 **Select a different banner image/theme** 

 Upload a custom banner image

 **Reset Branding to Defaults**

 **Save** 