

Customize CMA Cover Sheet

Hover over **My Matrix** ¹

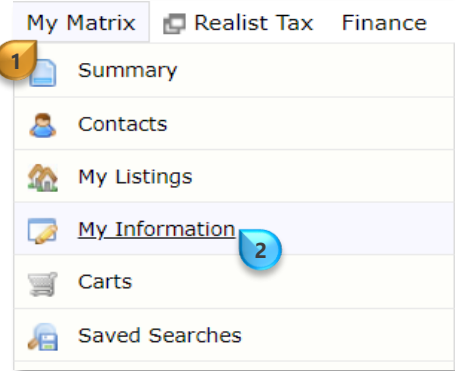
Select **"My Information"** ²

Click on **"CMA Cover Sheet"** ³

Click in the **"Override?"** *Checkbox* ⁴ to add or change current information


Note: Changes made here will only appear on the **CMA Cover Sheet**

To add photo click **"Upload Photo"** ⁵



Information Header & Footer **CMA Cover Sheet** ³ 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.

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

[Upload photo](#) ⁵

⁶

Click **"Save"** ⁶