

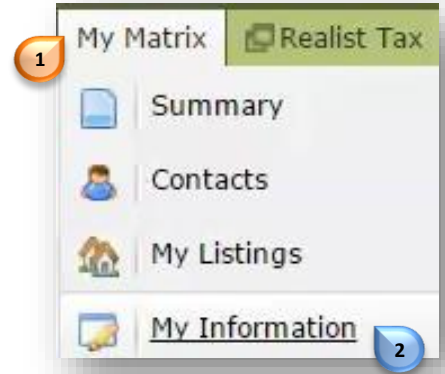


# Customize CMA Cover Sheet

Hover over the “My Matrix”  tab, select “My Information” 

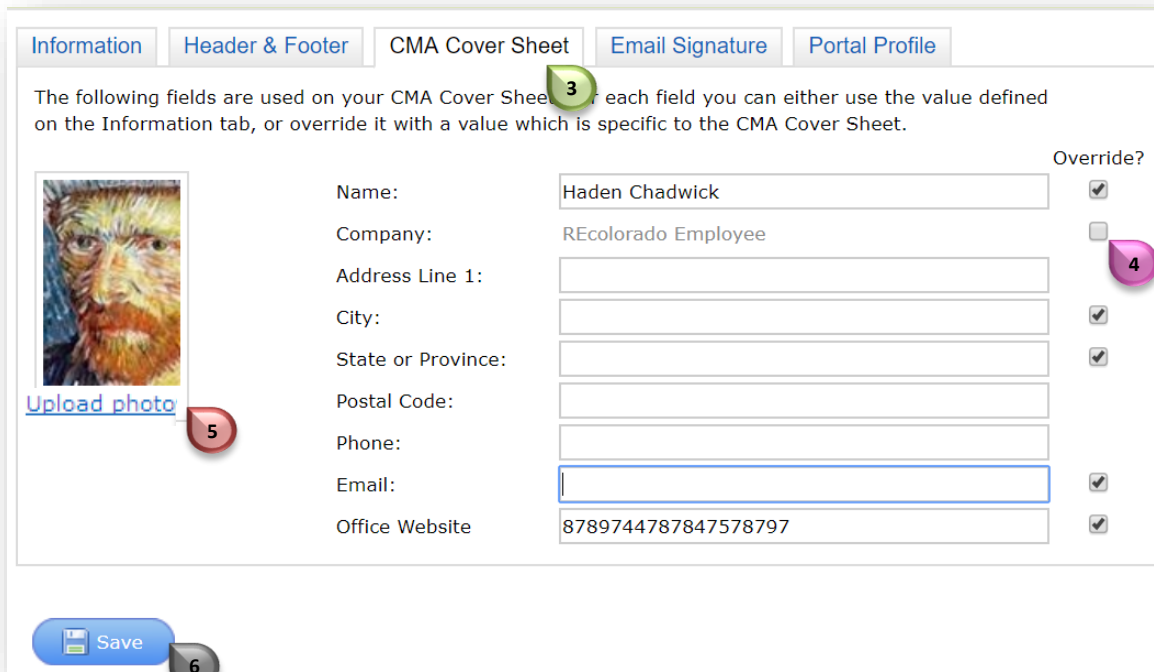


Click on “CMA Cover Sheet” 


Click the “Override?” Check-box  next to the field you want to edit



Note: The change will appear only on your CMA Cover Sheet


Click “Upload Photo” 




Information | Header & Footer | **CMA Cover Sheet** | Email Signature | Portal Profile

The following fields are used on your CMA Cover Sheet ; 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.

		Override?
	Name:	Haden Chadwick <input checked="" type="checkbox"/>
	Company:	REcolorado Employee <input type="checkbox"/> 
	Address Line 1:	<input type="text"/>
	City:	<input type="text"/> <input checked="" type="checkbox"/>
	State or Province:	<input type="text"/> <input checked="" type="checkbox"/>
	Postal Code:	<input type="text"/>
	Phone:	<input type="text"/>
	Email:	<input type="text"/> <input checked="" type="checkbox"/>
	Office Website:	8789744787847578797 <input checked="" type="checkbox"/>

[Upload photo](#) 

 Save

Click “Save” 