# Matrix™ Set Up for All Users Agent Info & Pictures

When you first log into Matrix it is a good idea to check your profile and upload your picture.

1. From the **My Matrix** Tab choose **My Information**
2. From the **My Information** option, enter and verify all of your contact information and then click **Save**.
3. You can upload your picture from several areas under the **My Information** option including:
* Header & Footer
* Mobile Header
* CMA Coversheet

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1. From the **Header & Footer** option choose **Use Custom Photo** and click on the link **Change photo**.
2. Click on the Browse button and upload your photo from your computer.
3. Crop, then save.



1. You can upload your picture from the Mobile Header option.



1. You can upload your picture from the CMA Coversheet Option
	* You can have up to 3 different pictures in Matrix for use on your Client Portals, Mobile Header, and Headers/Footers.