



# **Consultant Admin Account**

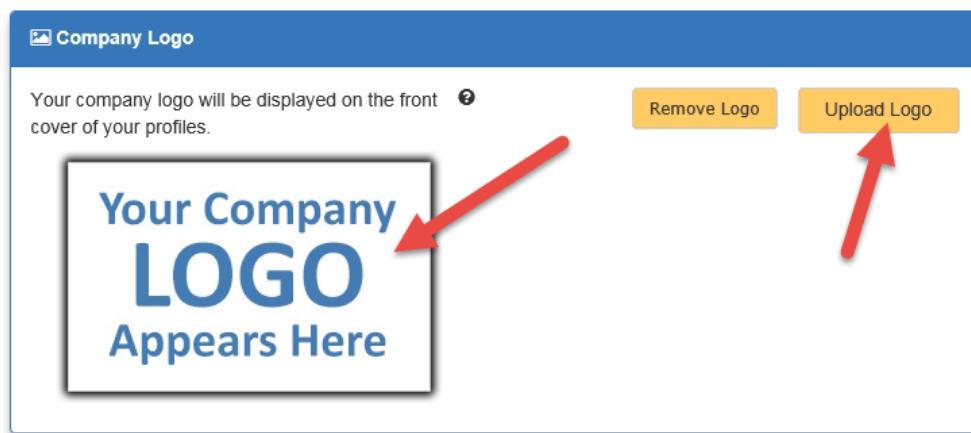
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**Step 3 – Upload Logo**

### UPLOAD A LOGO

You can upload your company logo, or your client's logo, to be used on the cover pages of PDF reports. To do this, click on the “**Upload Logo**” button. Once this page loads, browse your computer to find the logo. A preview will appear on the screen.

To remove the logo, click on the “**Remove Logo**” button. You can also load up another logo which will overwrite the previous one. You can load .jpg, .png or .gif files. Please preview the logo. If the logo is excessive in size it will result in design distortion of the cover page of the report. You can upload a logo and then test the report output by regenerating a report for any assessment user. If you notice a modification to the logo is needed, you can upload a new one. Continue testing until you are satisfied with how your logo appears in the report.



### Logo Guidelines

Supported Image Formats: .JPG, .PNG, .GIF

Here are some examples of the sizes of logos that will work best on our PDF reports. You can choose a size that works best for you. Anything within a 500 pixel by 300 pixel dimension will work just fine.

Suggested Sizes (in pixels):

- 500w X 200h
- 300w X 200h
- 400w X 150h
- 200w X 200h

