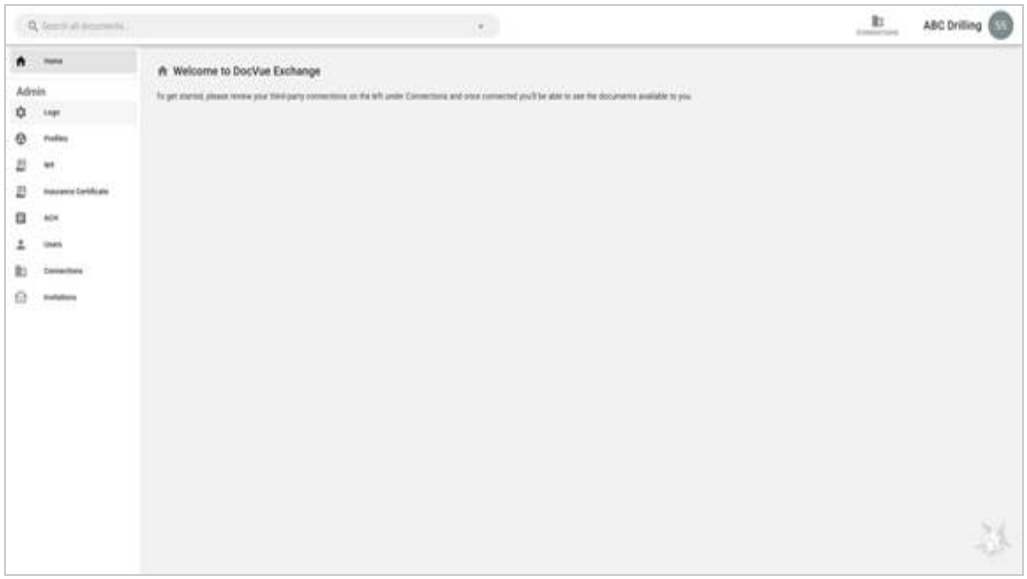
How to Add a Company Logo

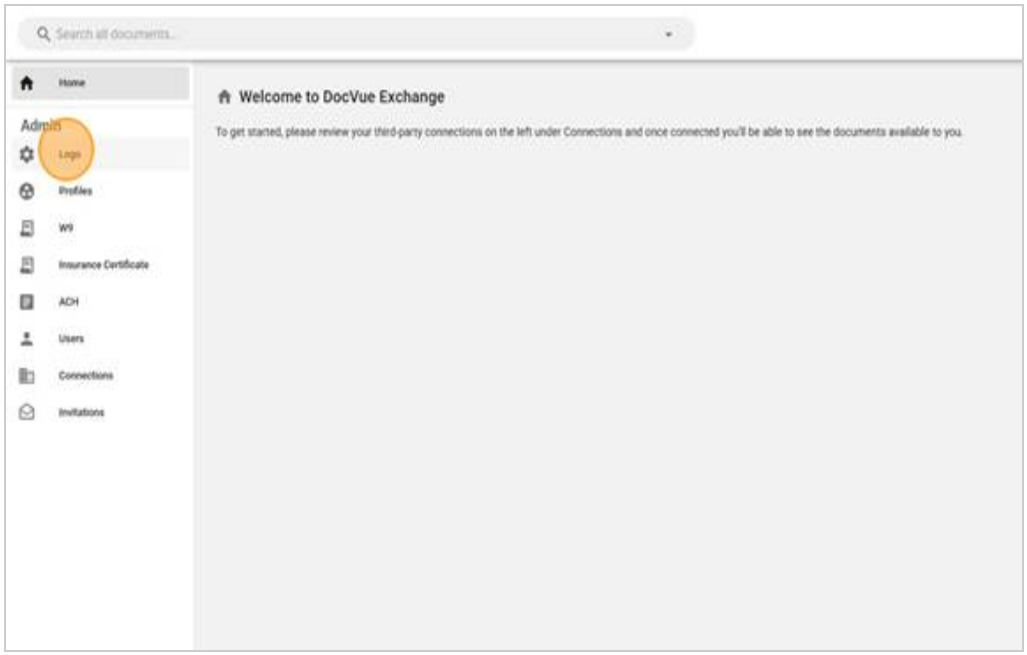
Modified on Wed, 21 May at 8:51 AM

This guide provides a simple, step-by-step process for adding or updating your company logo in Pak Exchange ensuring your branding is always current. It streamlines the logo upload process, making it user-friendly and efficient. By following these instructions, you can enhance your company's visual identity with ease, helping you maintain a professional appearance in all your documents.

Navigate to your Pak Exchange site.

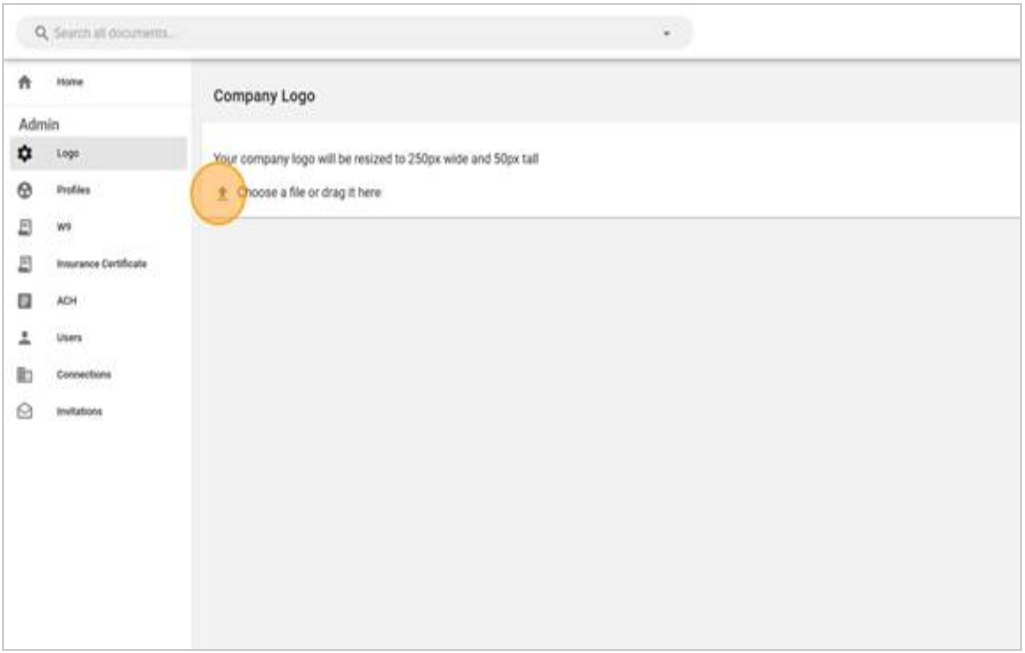


On the left-hand side of the screen, click on the "Logo" tab.

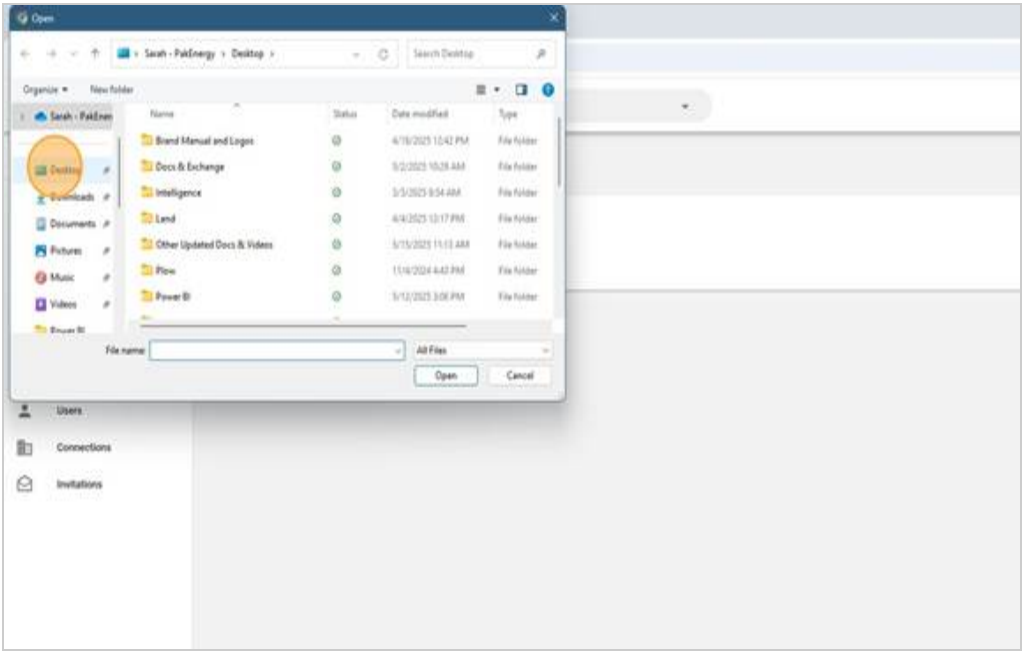


A new screen will appear that allows you to either find your logo on your local machine or drag and drop your file from your local machine. For our example, we will click on

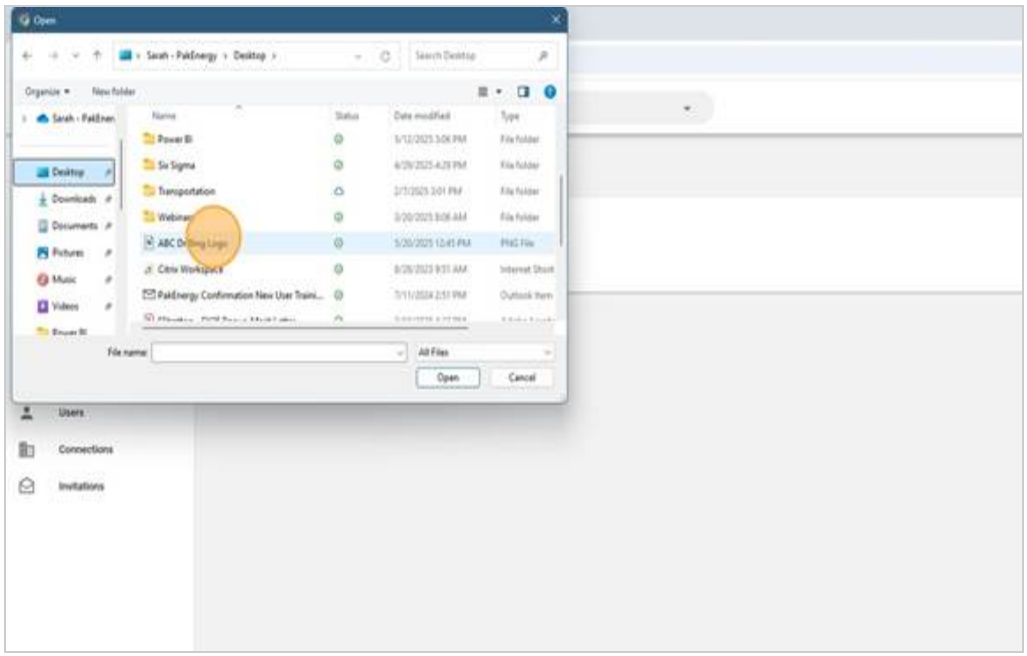
"Choose a file."



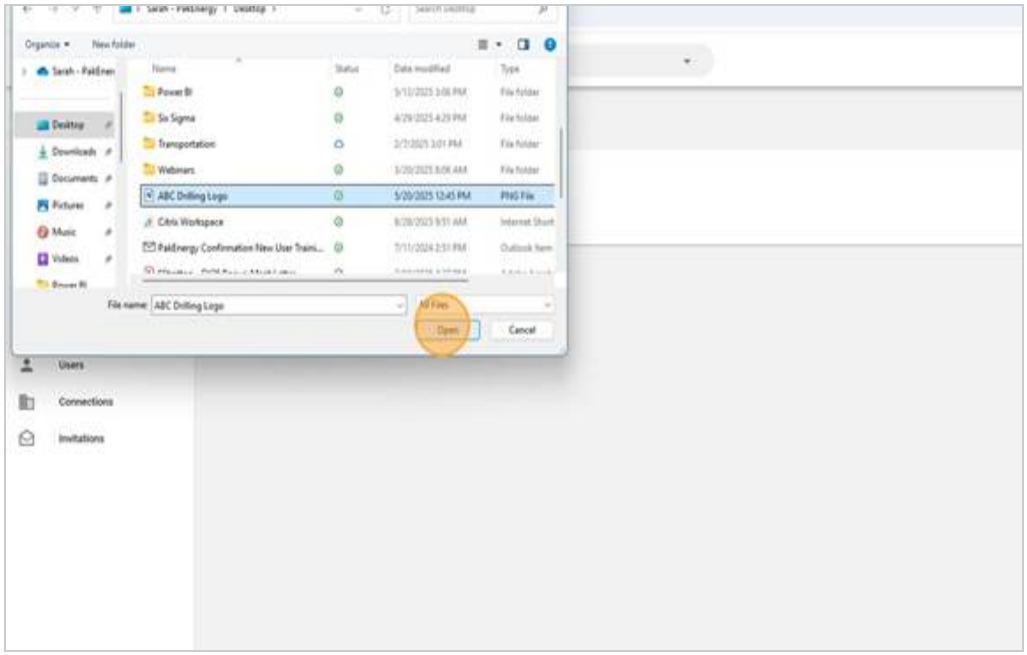
This action will bring up your File Explorer, which will allow you to find and select your logo.



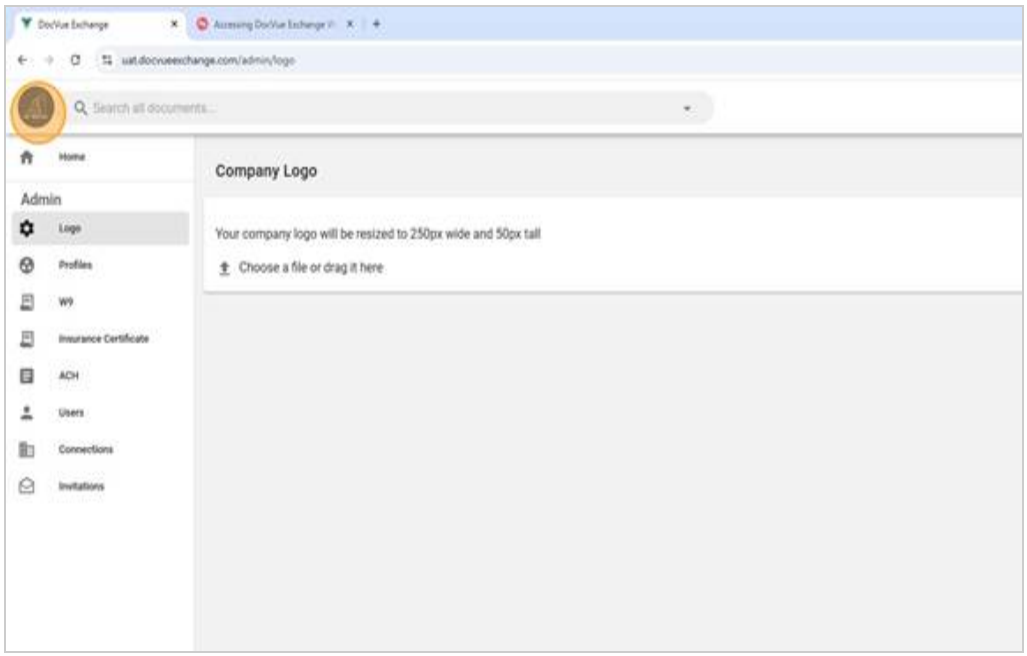
Once found, click once on the file.



Click "Open"



Once "Open" has been clicked, your logo will automatically be uploaded, and it will appear in the top left corner of your screen.


DocVue Exchange
uat.docvueexchange.com/admin/logo
Search all documents...
Home
Admin
Logo
Profiles
W9
Insurance Certificate
ACH
Users
Connections
Invitations
Company Logo
Your company logo will be resized to 250px wide and 50px tall
Choose a file or drag it here