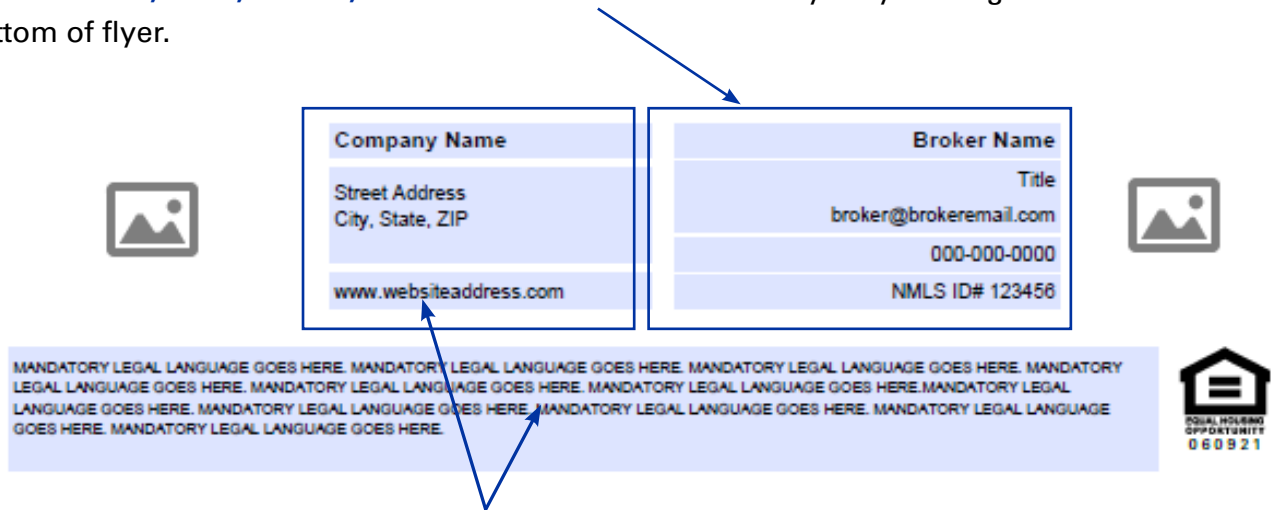



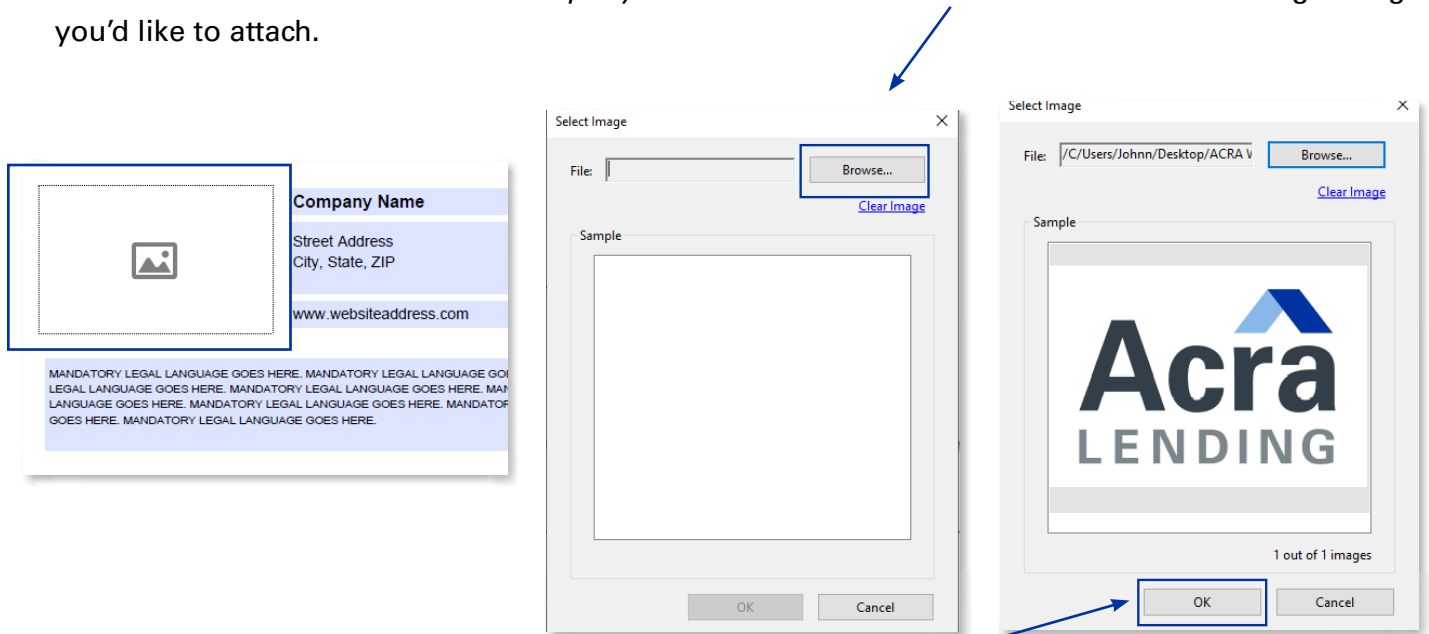
AMENDING BROKER FLYERS WITH INFO, LOGO AND PHOTO

1. Download the Broker pdf you wish to amend. Open document using [Adobe Acrobat](#); and add **'Broker Name', 'Title', 'Phone', 'Email' and 'NMLS#'** details to flyer by clicking into shaded boxes at bottom of flyer.




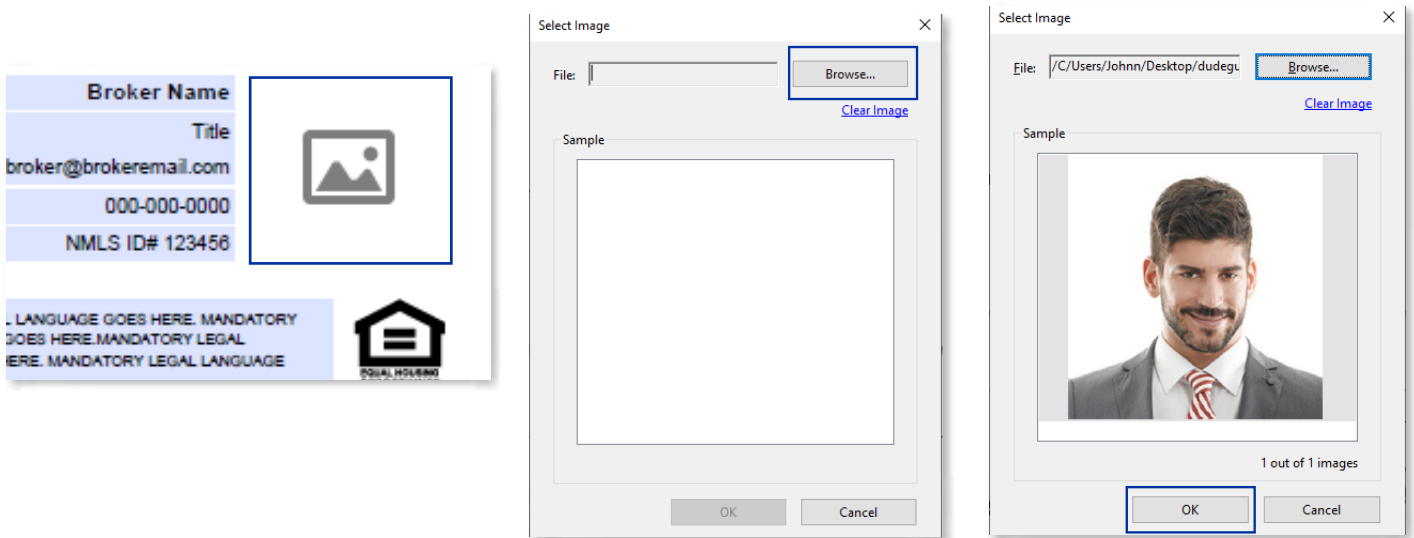
2. Repeat by adding **'Company Name', 'Address', 'Website' and 'Legal Language'**.

3. Click on the  icon next to the *Company Information*. Click on **'Browse...'** to select the logo/image you'd like to attach.




4. Once image is selected, click on **'OK'**

5. Locate the  icon next to the *Broker Information* and repeat steps #3 & #4 to attach profile image.



6. Save PDF document.

SUGGESTED TIPS

1. For quality purposes, use images at medium-to-high resolution (ie. Image size at 500x500 pixels or larger). Low resolution images are oftentimes poor in quality, affecting images to appear blurry/pixelated.
2. Suggested image size dimension ratio should be at or close to 1:1 (Square).
If the image is either too wide or too tall, utilize the **Crop** tool  from the **Photos** or **Snip & Sketch** apps on your PC.
3. Please keep the profile images professional (ie. appropriately dressed in business casual attire, neutral light background, smile).
4. Please do not provide photos showing inappropriate clothing (tanks tops, bikinis, etc), pouting, or making any hand gestures.

