

Set a CMA Cover Sheet in Matrix

Set the name, photo, and contact details used on your CMA cover sheet.

Note: If name, email, phone, or office information needs to be updated, contact your Member Association directly.

Set the cover sheet

1. Open the Utility Menu (look for [Hello, Your Name] at the top right). Select Settings.
2. Select My Information.
3. Select CMA Cover Sheet.
4. Adjust the cover sheet as you need.
5. Select Save.

Tips

- These fields apply to the CMA cover sheet only.

Source: <https://support.itsosystems.ca/kb/128>