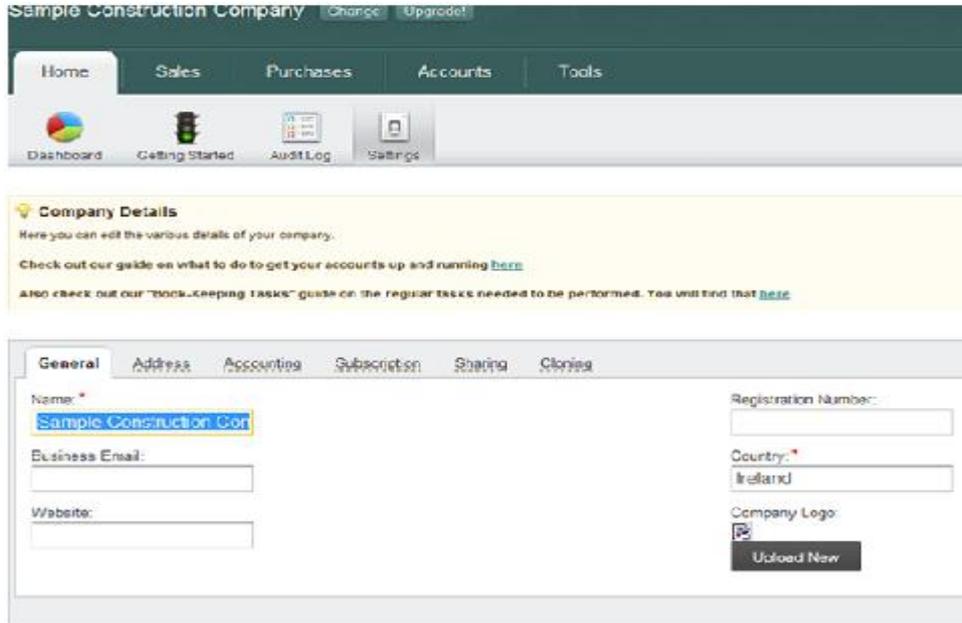


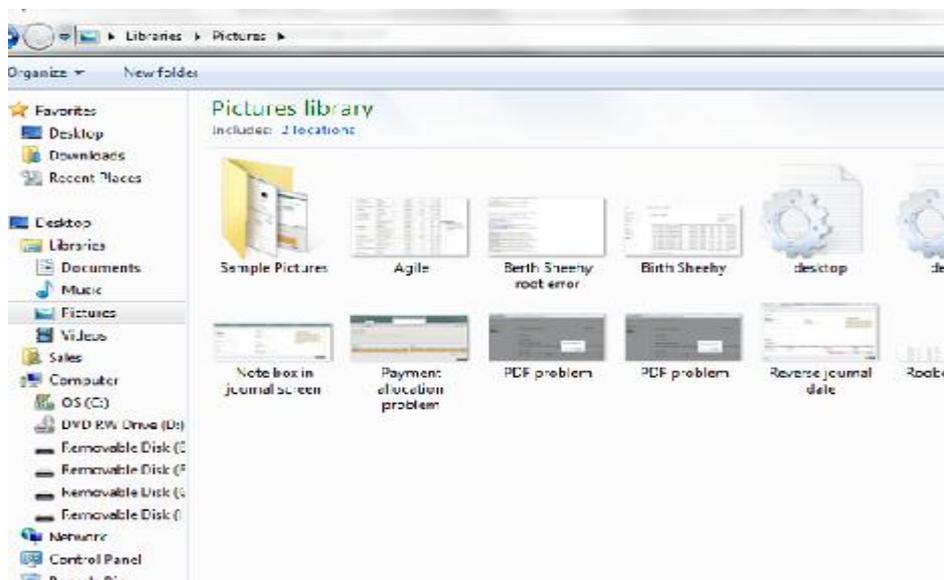
## How to Load your Company Logo.

**Note: Logo MUST be in JPG format.**

Go to Home and Settings, at the bottom right of your screen you have a Company Logo Upload New Button, click on this.



The screen will then bring up a selection screen. Use this to navigate through to where your logo is stored.



Once you have uploaded your invoice click the OK button.