

Company Name, License # & Logo

Keep your Company Name, Brokerage License # & Logo current by updating them as needed.

Introduction

Your Company Information appears on the Home page for all users logged into your account to see. It also appears on certain emails.

Update Your Company Name

Update your company name in Paperless Pipeline to change the name that appears...

Who Can Do This? Master Admins.

To change your company name:

Go to Admin / Settings by clicking your name in the upper right corner, then [Admin / Settings].

Enter the new Company Name.

Click [Save Settings].

Update Your Brokerage License

Update your brokerage's license number to...

Who Can Do This? Master Admins.

To change your license number:

Go to Admin / Settings by clicking your name in the upper right corner, then [Admin / Settings].

Enter the Brokerage License #.

Click [Save Settings].

Upload Your Company Logo

Update your company logo to change the logo used on your Home page, on coversheets, and compensation disbursement authorizations.

Who Can Do This? Master Admins.

To update your logo:

Go to Admin / Settings by clicking your name in the upper right corner, then [Admin / Settings].

Click [Choose Image] and select the logo from your computer.

- If you're replacing an existing logo, click [Replace Image].

Click [Save Settings].