

AMENDING BROKER FLYERS WITH INFO, LOGO AND PHOTO

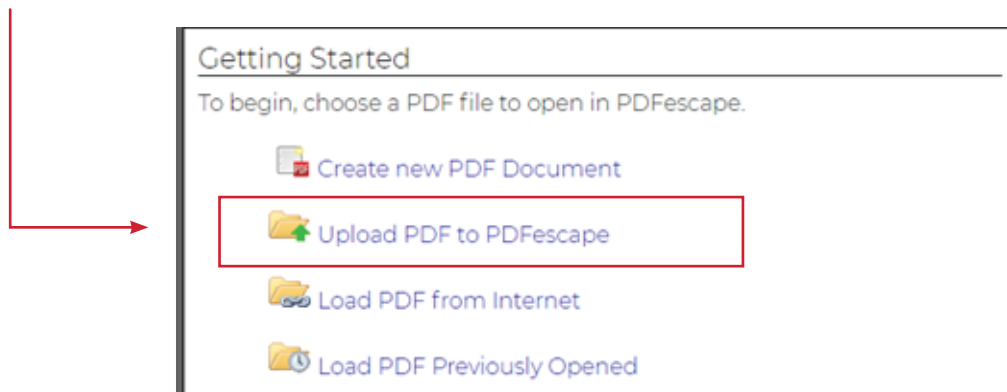
1. Download the Broker pdf you wish to amend. Open and add **'Broker Name', 'Title', 'Phone', 'Email' and 'NMLS#'** details to flyer by clicking into shaded boxes at bottom of flyer.



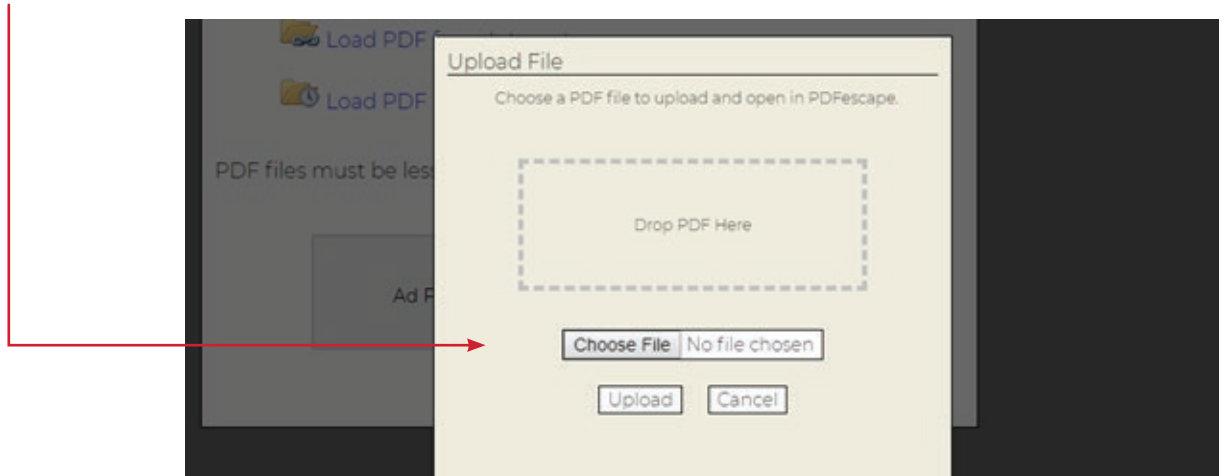
2. Repeat by adding **'Company Name', 'Address', 'Website' and 'Legal Language'**.
3. Save document as a **PDF**.
4. Open web browser and visit: <https://www.pdfescape.com/windows/>
5. Click on **'Free Online Box'**



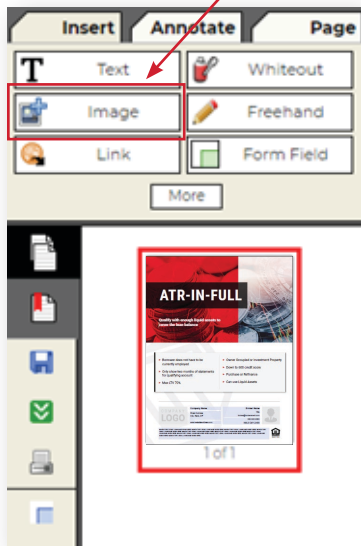
6. On next screen click on **'Upload PDF to PDFescape'** option.



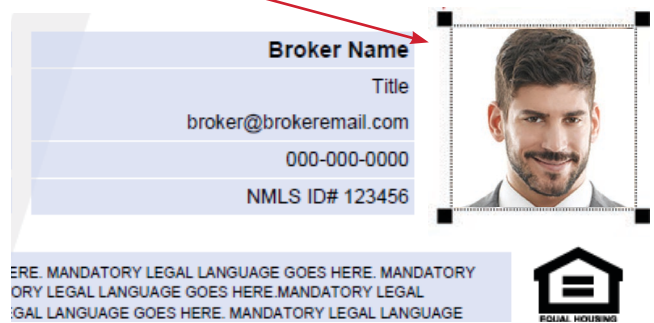
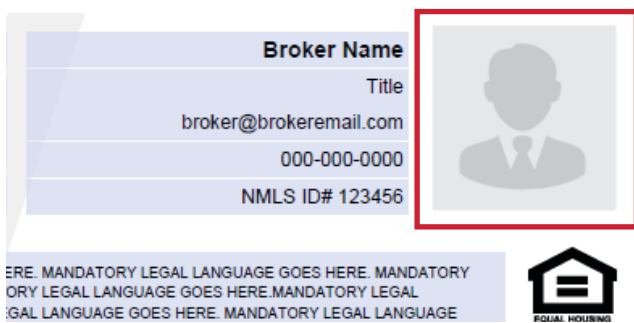
- Click on **'Choose File'** on next screen. Choose updated pdf amended earlier.



- On next screen choose **'image'** from left side menu. On popup select **'Choose File'**



- Click on the shaded **'Person Icon'** box, and the selected photo will appear. You can drag (**click on center of image to move**) and adjust size (**click and drag any corner**).



10. Click the **'Whiteout'** option on left menu and draw a square over the **'COMPANY LOGO'** box.



11. Repeat **Step #8 and Step #9** to add logo.

12. Save file by clicking on the **'Green Arrow'** box (**'Save & Download PDF'**).

