

# How-to Guide



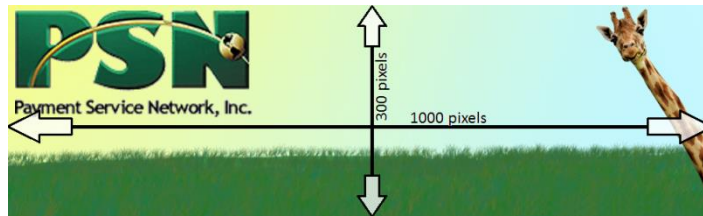
## Submit a Website Customized Header

If you have selected to customize your customers' web portal, here is how to submit the header. We will need your website header saved as an image and a background color as specified below. If you need help along the way, just give your Service Account Manager a call.

### 1. Send us your website header:

- Make sure to include all elements in your header (background, logos, navigation tabs, etc.). **IMPORTANT**, if you are redesigning your website, please provide us with the new header.
- Cannot exceed 1000 (width) x 300 (height) pixels
- Save as a .png or .jpg file at a resolution of 150 dpi (there will be a drop down menu which shows resolution options)

**HELPFUL HINT:** If you don't have your website header as an image, you can take a screenshot (on your keyboard use the Print Screen key) of your website's home page. Paste the image into Microsoft Office Publisher on a page that is at least 16 inches wide. Then right click on the image and Save as a Picture using the specs above.



### 2. Send us your background color:

- Provide the color specifications for the background in Hexadecimal or RGB (Red, Green and Blue)

**HELPFUL HINT:** If you don't know the background color of your website and if you are not redesigning your web site, let us know and we can retrieve the color for you by "grabbing" it from your current site.



**Whenever you redesign your website, make sure to inform us so that we can change your payer portal.**

### Still need assistance...

If you require additional help, please submit a TICKET by logging into the PSN Account Management Center; in QUICK LINKS, select "Submit/Monitor Tickets." Your question will be addressed within one business day.

