

CUSTOMIZE LETTER HEAD FOR YOUR CLIENTS

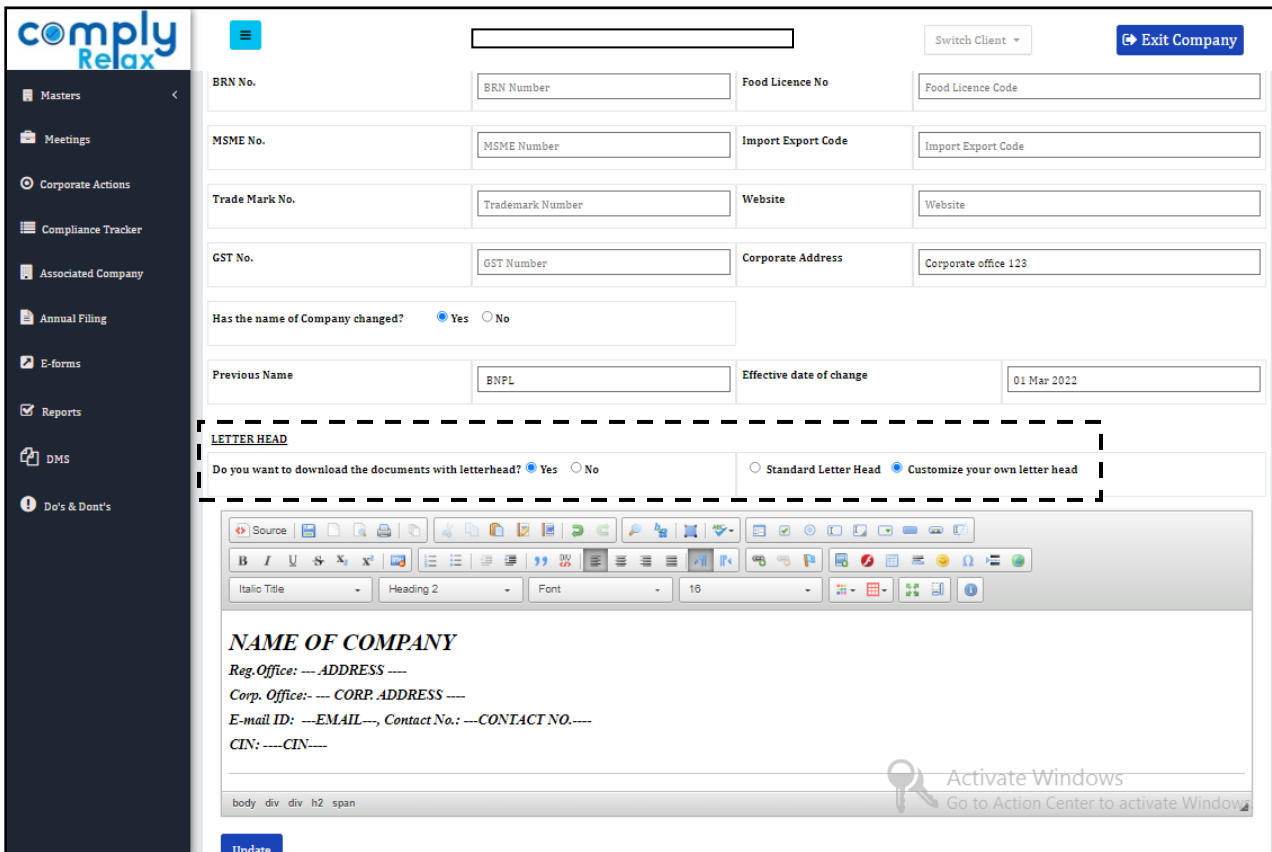
Dear Users,

We have added this new facility of customizing the letter head of your clients.

You can opt to either prepare documents with standard letterhead or customized letter head.

**Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager
⇒ Master ⇒ Company**

On the company master window when you click on view more button, you will be displayed with following screen:



As shown in the above image, click on the yes if you want to prepare documents with letter head; after that you can choose between standard or customized letter head.

If you select customized letter head a text will be displayed wherein the letter head can be customized.

You can add any information which is to be shown on the letter head.