

Upload Images

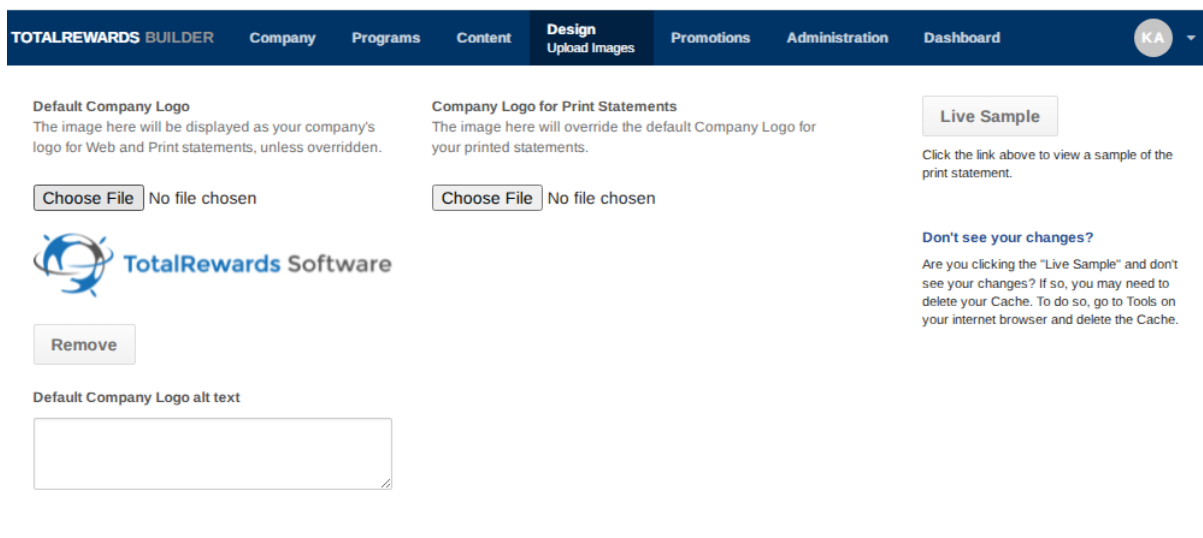
Last Modified on 10/24/2025 1:34 pm PDT

Upload your organization's **logo** and Compensation page image.

Your browser does not support HTML5 video.

□ Upload Images:


1. Go to **Design**.
2. Select **Upload Images** from the dropdown.
3. Click **Choose File** to upload a new logo or replace current logo.



TOTALREWARDS BUILDER Company Programs Content **Design** Upload Images Promotions Administration Dashboard KA

Default Company Logo
The image here will be displayed as your company's logo for Web and Print statements, unless overridden.

Choose File No file chosen



Remove

Default Company Logo alt text

Company Logo for Print Statements
The image here will override the default Company Logo for your printed statements.

Choose File No file chosen

Live Sample

Click the link above to view a sample of the print statement.

Don't see your changes?
Are you clicking the "Live Sample" and don't see your changes? If so, you may need to delete your Cache. To do so, go to Tools on your internet browser and delete the Cache.

4. **Compensation Image:** Enable or disable image by checking the box.
 - The image here appears on the **right-hand side** of the Compensation page.
5. Click **Choose File** to upload the desired image from your desktop or replace the existing image.
6. Click **Save**.

☒ Compensation Image

No file chosen



Compensation Image alt text

Note: For best results, use high-resolution images sized **480px by 320px**. Supported file formats: **PNG, JPG/JPEG, GIF**. A **transparent image** is recommended for logos to avoid unwanted background colors.

Quick Steps: Design → Upload Images → Upload Logo → Compensation Image → Save
