Adding a Logo

1. Go to www.active.com/explorer

2. Enter username and password, click log in

3. Go to the "Select Listing ->" drop down bar located in the top left – pull the bar down to select which listing you would like to access

4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; go to the *General Listing Information* Folder

5. Go to *Standard Details* folder

6. Scroll down and click on "click here to add/update your logo"

   NOTE Logos must be in GIF or JPEG format. Dimensions should not exceed 300 pixels wide and file size must be less than 30k.

7. Click **Save**