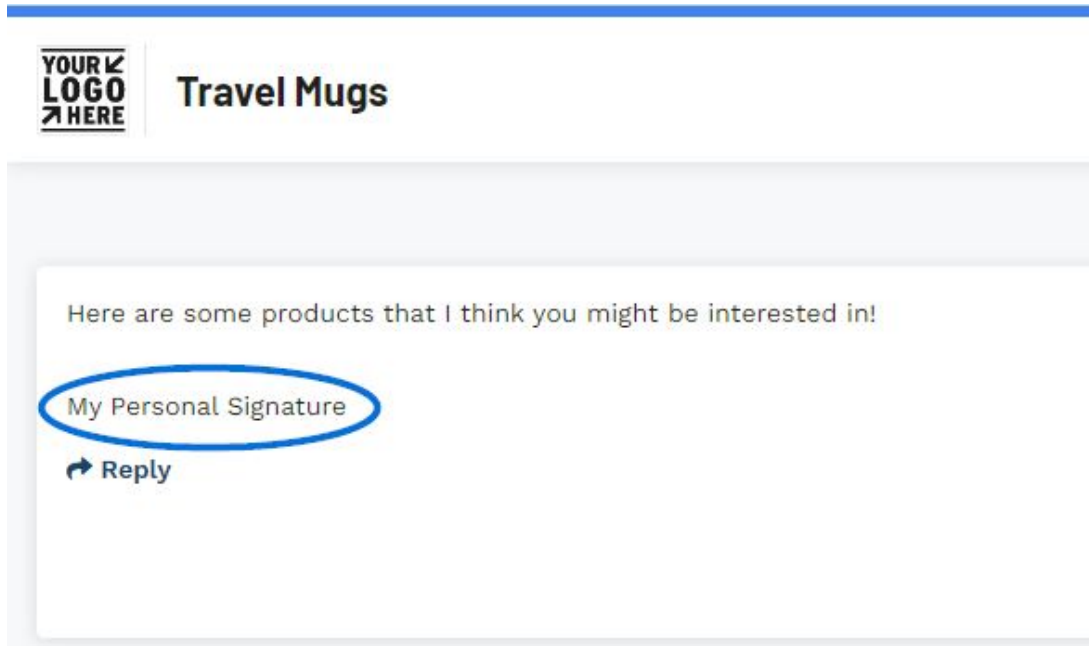


## Update Presentation Signature

2023-09-22 - Jennifer M - Projects & Presentation

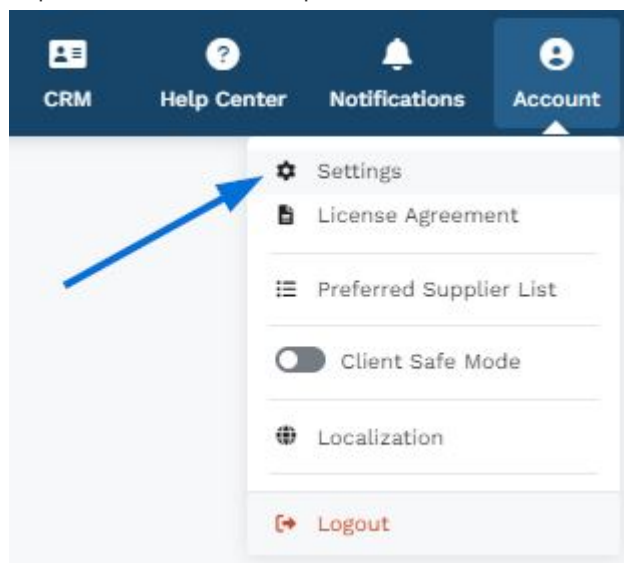
The presentation will display your company's information at the top of the Client Portal.



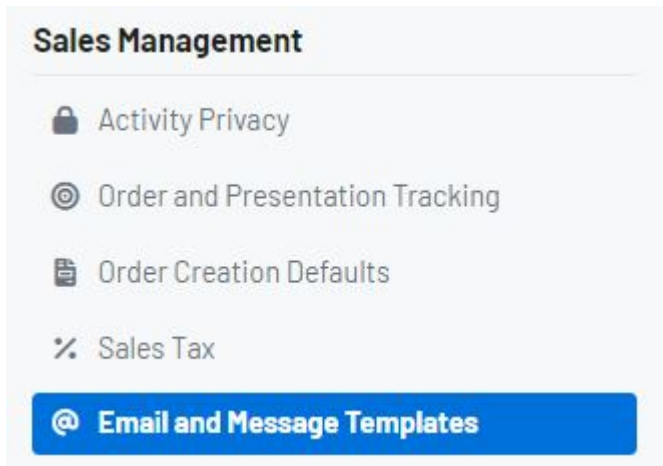
This information pulls from your company or personal signature in the Email and Message Templates settings.

To update the company information, log into ESP+ and take the following steps:

1. Expand the on Account options from the main toolbar and click on Settings.



2. In the Sales Management section, click on Email and Message Templates.



3. In the top section for Email Signature, there will be two options:
  - **Company Signature**  
This is the template for all signatures throughout your company.
  - **Personal Signature**  
This is your personal signature based on your company signature.
4. Locate the signature with the Active indicator and click on the Edit option.

#### Email Settings

A screenshot of the 'Email Signature' settings page. It has a title 'Email Signature' and a subtitle 'Your email signature will appear on all emails.' Below this is a toggle for 'Allow User Overrides' which is turned on. There are two signature sections: 'Company Signature' (inactive) and 'Personal Signature' (active). The 'Personal Signature' section has a blue arrow pointing to its 'Active' status and a blue circle around its 'Edit' button.

**Email Signature**

Your email signature will appear on all emails.

**Allow User Overrides** On  
If enabled, users can change their preferred company signature.

**Company Signature** Inactive Edit  
This is the template for all signatures throughout your company.  
ASI  
4800 Street Rd  
Trevose PA 19053  
215-953-3892

**Personal Signature** Active Edit  
This is your personal signature based on your company signature.  
My Personal Signature

5. Update the information within the signature and click on the Save button when you are finished.

A screenshot of the 'Personal Signature' edit form. It has a title 'Personal Signature' and a subtitle 'This is your personal signature based on your company signature.' Below this is a text area containing 'My Updated Personal Signature'. At the bottom right, there are two buttons: 'X Cancel' and 'Save'. A blue arrow points to the 'Save' button.

**Personal Signature** Active  
This is your personal signature based on your company signature.

My Updated Personal Signature

X Cancel Save

The updated signature will now display on the presentation.