

Adding your company logo to Quote/Acknowledgement

Visit <https://www.hgiwebcenter.com/WEB/> and login to you WebCenter account.

1. Using the menu button at the top left to browse to Setup>Company. Select Edit at the top right of the page.
2. Under the logo expander, please click the CHOOSE FILE button.



3. This will allow you to browse to your company logo. Your logo will need to be formatted to be a square otherwise it will be stretched. See Below:



4. To save this logo, click save at the top right.

Congratulations, you have changed the logo on your Quotes/Acknowledgements.