# How do I upload an Organisation Logo?

### Overview

Organisation administrators in Passport can update their logo, which will then appear automatically on other elements of your system, such as registration forms and payment receipts.

## Step-by-Step

#### Step 1: Head to your Dashboard

Upon logging into your organisation, you will automatically land on the **Dashboard**, however you can get back to this page at any time by clicking the **DASHBOARD** option in the left-hand menu.

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#### Step 2: Update your logo

Click the ADD/EDIT LOGO button on the dashboard to browse for a logo

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#### Step 3: Confirm changes

Once you've selected a logo image file from your device, click UPLOAD to finalise the change



Your new logo will then appear the next time you land on your dashboard



## Watch

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