

How to upload images to your account

If you wish to use your own images for the banner, button or agent head shots, you may upload and use them as follows:

1. Log into the Velaro Control Panel at <http://login.velaro.com>
2. Go to Account -> Image Gallery
3. At top left under Account Images, choose the category for your image: Banner, for you header image, Live Help Buttons, for your chat buttons, or Agent Headshot for images of your agents.
4. On the bottom left under Submit Image choose: Browse you will then be able to choose your image from your computer to upload.
5. Press Submit
6. Once uploaded your image will appear in the image gallery. Please allow 30-60 seconds for the new images to replicate across our server array and appear in the gallery.

Now that you have uploaded your images you can select them when making customizations for your forms, buttons, or agent headshots.

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<http://kb.velaro.com/KnowledgebaseArticle10016.aspx>

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