Uploading A Logo

08/28/2026 2:52 pm EDT

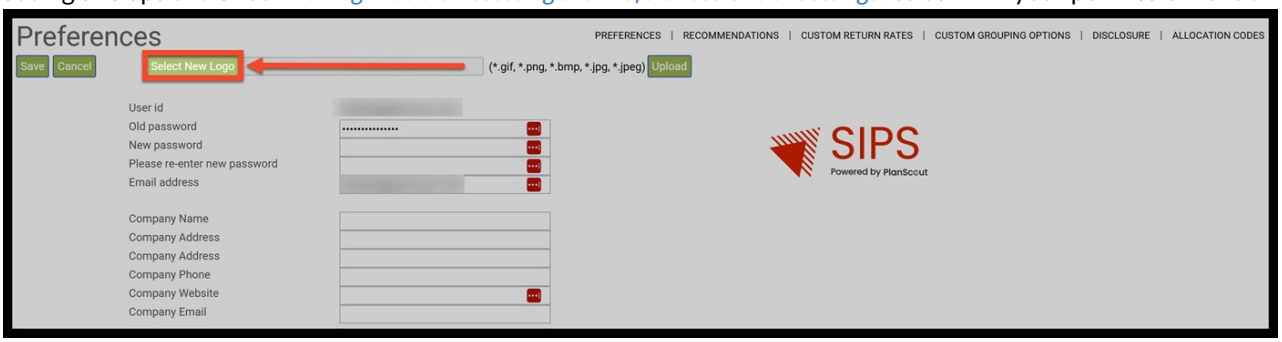
Uploading a company logo requires Administrator permission level within SIPS. SIPS allows you to upload a company logo directly from the Preferences page. Once uploaded, your logo will appear in the upper left-hand corner of every screen within SIPS, as well as on the cover page of the final PDF report. Once a logo is uploaded, it cannot be removed; you can only replace it with a different image. The steps below will walk you through uploading a logo starting from the Welcome landing page.

Related Articles & Sections: *Entering in Your Company Contact Information into SIPS, Downloading a Report for Your Clients, Settings*

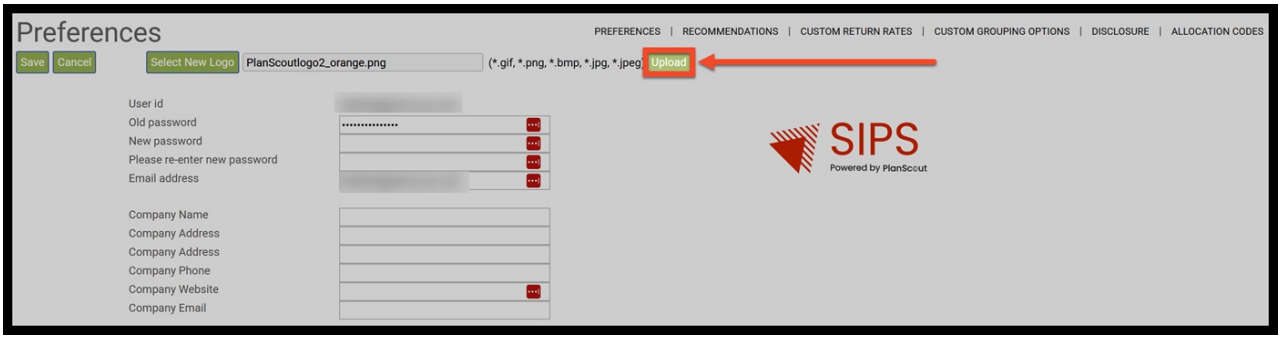
Step 1: Settings: Click on the Settings button located in the upper right-hand side of the screen.



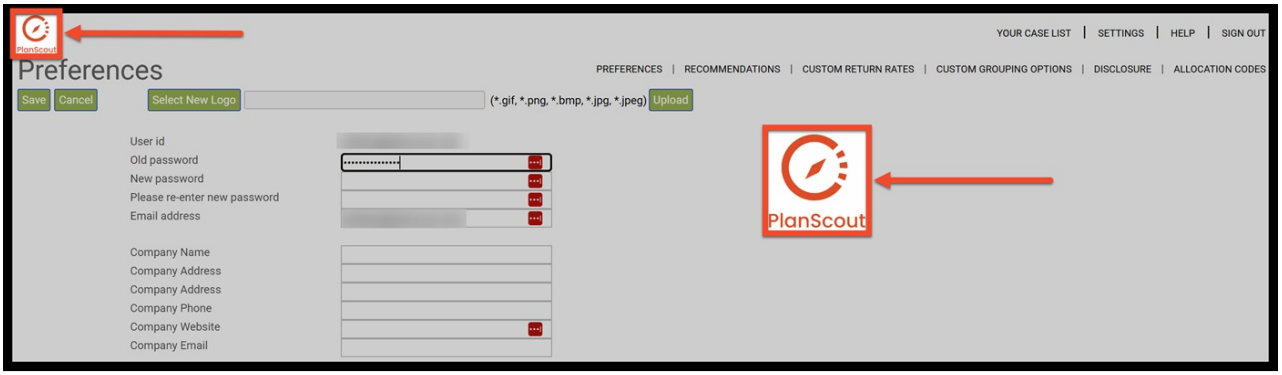
Step 2: Select New Logo: Click on the green Select New Logo button underneath the Preferences heading. Not seeing this option? Check *Having Trouble Accessing the Preferences Under Settings?* to confirm your permission level.



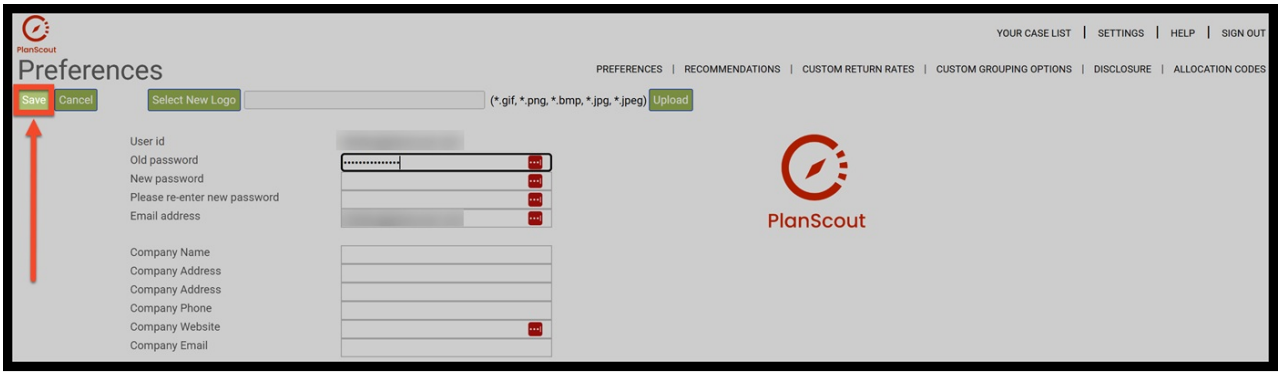
Step 3: Upload: Click on the green Upload button underneath the Preferences heading.



Step 4: New Logo: SIPS will automatically change the company logo that is displayed in the upper left-hand side of the screen and in the middle of the screen.



Step 5: Save: Click the green Save button underneath the Preferences heading to apply the new logo.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: support@planscout.com.