

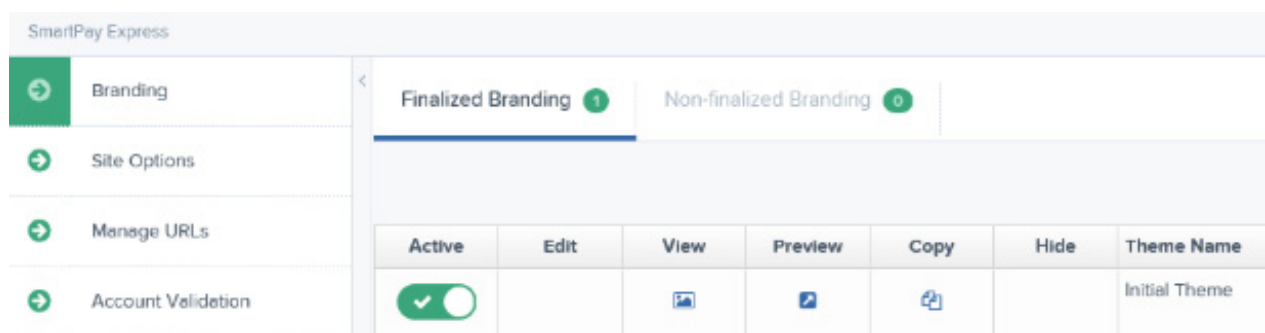
## HOW TO CUSTOMIZE SMARTPAY EXPRESS

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**Step 1** Log into SmartPay Business/Connect

**Step 2** Choose SmartPay Express under the Admin tab

**Step 3** To work on new branding, go to “Non-finalized Branding”  
To edit existing branding, click “Finalized Branding”



- In the branding, choose “Create from Template”
- If a template has already been started either by you or another user, click to toggle the “Include Hidden Brandings” option
- You can use the MainStreet Bank Demo as a guide for branding, each label is labeled with the branding label’s title in the demo: [https://smartpay.profitstars.com/express/MainStreet DEMO](https://smartpay.profitstars.com/express/MainStreet%20DEMO)
- Save frequently as you add settings down the branding menu, and click Preview to see updates before finalizing

**Step 4** Once the branding is set, click Finalize

- Go to “Site Options” to add end user permissions, it is recommended to allow for all.
- Go to “Manage URL” to find the finalized URL for the portal.

### Notes

- There can be multiple finalized branding that notes/backgrounds etc. can be changed, but an active branding cannot be edited. You can make copies of existing Portal setting so that you can edit the main page.
- If the “Is Active” is not checked, the portal is not active.