



Portal Images Help Sheet

The BenefitsEASY platform has preferred size for each image location that will ensure it looks the best on the portal. It is recommended that you SIZE an image before you upload for the best results.

Here are the recommended image sizes:

- **The default logo displays at 270 x 68 pixels.**
- **Homepage banner / Hero image: 1920x768 (under 200kb)**
- **Employee Help Desk on Homepage: 240x70**
- **HR Resources / I'm New image on right: 768x585**

The BenefitsEASY system will allow you to resize an image after uploading to the Media Library.

1. Open the Media library and select the image.
2. Under the image choose EDIT IMAGE.
3. At the top, In the New Dimensions area, change one of the numbers and notice the other will adjust to maintain the correct look and feel of the logo.
4. Hit the red SCALE button to save your changes.