

How to Add Your Business Logo

By Zu Wei Published Mar 19, 2026 General 2 min read

What Is This?

Your business logo appears on your customer portal, loyalty cards, and notifications. Adding a logo gives your loyalty programme a professional, branded look that customers recognise and trust.

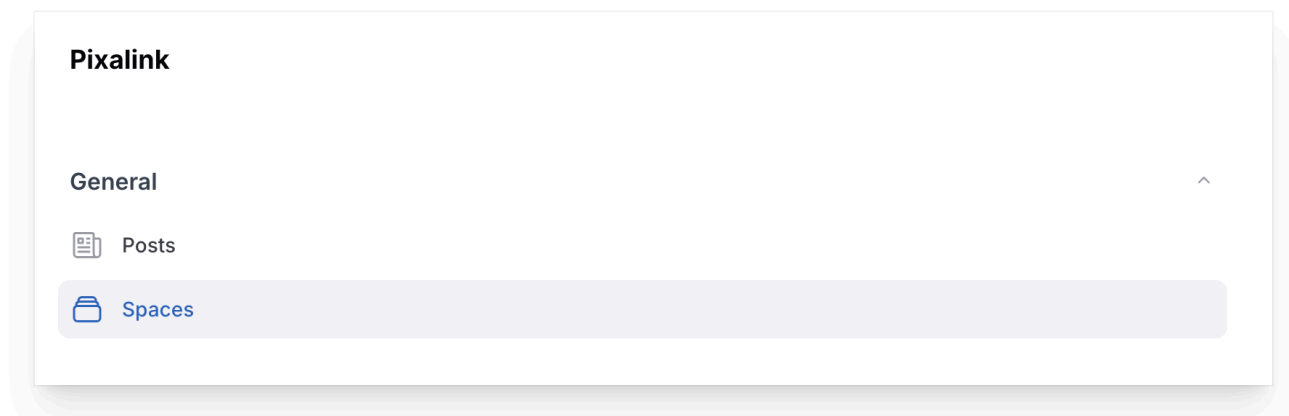
Real-Life Example

Puan Syafiqah just signed up Pixalink for her bakery, **Kek Lapis Sarawak by Syafiqah**. The first thing she does is upload her bakery's logo so the customer portal displays her brand instead of a generic placeholder.

How to Add Your Logo

Step 1: Open Your Space Settings

From the Admin Panel sidebar, go to **General** → **Spaces**. Click on the space you want to add a logo to, then click **Edit**.



Step 2: Go to the Media Tab

Switch to the **Media** tab in the space edit form.

Step 3: Upload Your Logo

Find the **Logo** field and upload your image:

- **Aspect ratio** — 1:1 (square). The system will auto-crop to this ratio.
- **Max file size** — 5 MB
- **Recommended format** — PNG with transparent background for best results

Logo

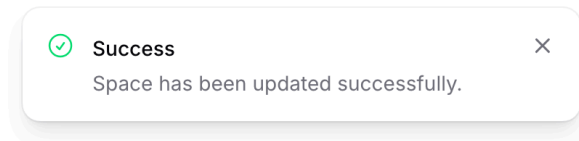
Logo

Drag & drop your file or browse

Aspect ratio: 1:1 (square). Max file size: 5 MB. PNG with transparent background recommended.

Step 4: Save

Click **Save** to apply the changes. Your logo will immediately appear on the customer portal and other branded materials.



Good to Know

- **Square format required** — Logos must be 1:1 (square). If your logo is rectangular, it will be cropped.
- **Transparent backgrounds** — Use a PNG with a transparent background so the logo blends well on any colour scheme.
- **Per-space logos** — Each space can have its own logo. This is useful for franchises or multi-brand businesses.
- **High resolution** — Upload the highest quality version you have (within the 5 MB limit). The system will resize as needed.