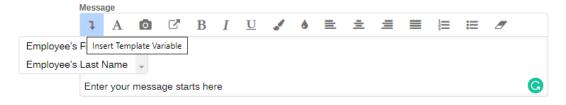# Welcome Letter

The Welcome Letter that appears on the first tab of the statement has a sample letter ready. Below are some options to configure to your organization's needs. Update default Welcome Letter, create your own **text** content, embedded **images** & **hyperlinks.**

- Go to **Content**, then choose **Welcome Letters** from the drop-down menu

Create your Welcome message. The **edit toolbar** will appear during the message edit.

- Select the 1st icon, down arrow to add a first name or last name **custom field.**

The 3rd icon allows you to select an **image** to embed within the text.

Create a **hyperlink** with the 4th icon

Update **valediction**, **full name** and **title**

Add **executive signature** and it appears between the valediction and the signer's name on the welcome letter.

Add the **executive photo** and it appears on the right side of the online statement.

Executive Signature
Choose File   No file chosen

Executive Photo
Choose File   No file chosen

Click **Save** to ensure changes will not be lost