Welcome Letter

Last Modified on 07/17/2025 4:04 pm PDT



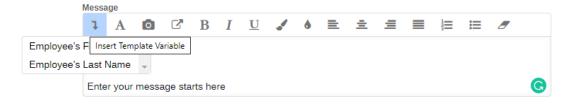
The **Welcome Letter** that appears on the first tab of the statement has a sample letter ready. Below are some options to configure to your organization's needs. Update default Welcome Letter, create your own **text** content, embedded **images** & **hyperlinks**.

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

Name A name for you to remember this welcome letter. This is NOT shown to any employees.
Default Welcome Letter

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 N	o file chosen	
Executive Photo		
Choose File N	o file chosen	

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