

Welcome Letter

Last Modified on 04/21/2021 11:49 am 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**.

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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**.

Message

Employee's First Name
Employee's Last Name

Enter your message starts here

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**

Valediction

Sincerely,

Full Name

Name

Title

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

No file chosen

Executive Photo

No file chosen

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