

Welcome Letter

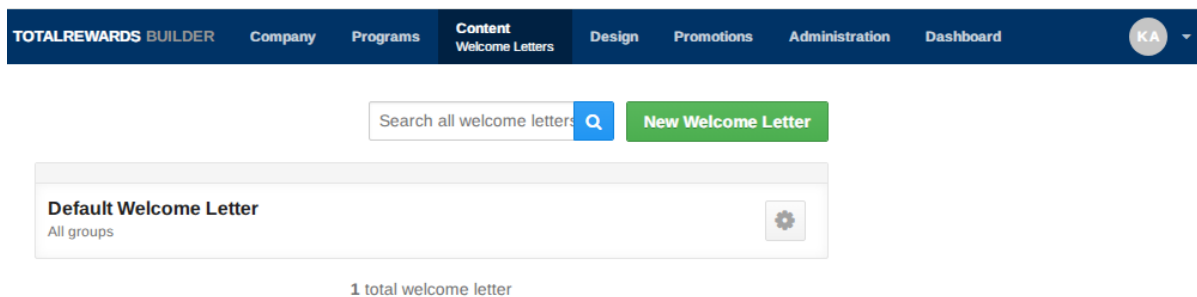
Last Modified on 10/24/2025 1:29 pm PDT

The **Welcome Letter** displays on the first tab of the Total Rewards Statement and also serves as the **cover letter in the PDF/print version**. A sample letter is provided by default and can be customized to suit your organization's tone and branding.

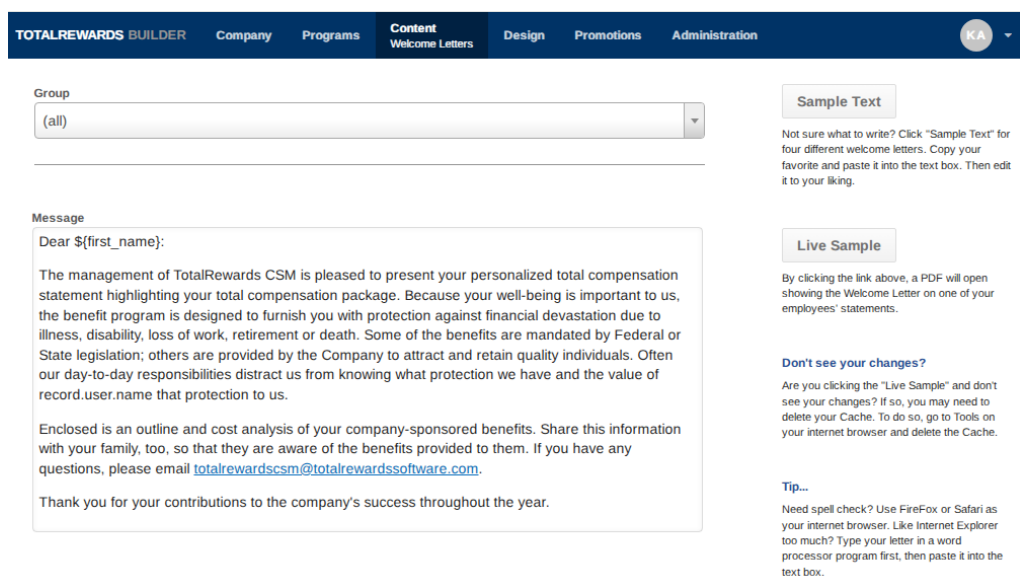
You can update the default message or create your own, including rich text content, embedded images, and hyperlinks.

□ Customize the Welcome Letter:

1. Go to **Content**.
2. Select **Welcome Letters** from the dropdown.
3. Click the **New** button or select an **existing letter** to **edit**.



4. Use the **toolbar** to:
 - Insert a first or last name using the **first icon** (down arrow).
 - Embed an image using the **third icon**.
 - Add a hyperlink using the **fourth icon**.



5. Update the **valediction, full name, and title**.

Valediction

Sincerely,

Full Name

Leslie Liu

Title

Head, Customer Success

6. Enable and disable the following **options** by clicking the tick box.

- ☒ Display company address on print statement
 - ☒ Display employee address on print statement
 - ☒ Display "prepared especially for [...]" message
-

7. Upload an **executive signature** (appears between valediction and name).

Executive Signature

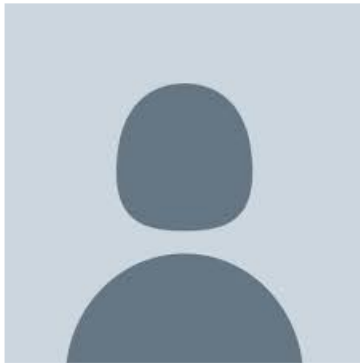
No file chosen

Leslie Liu

8. Add an **executive photo** (displays on the right side of the online statement).

Executive Photo

No file chosen



Executive Photo alt text

9. Click **Save**.

□ **Note:** The Welcome Letter also appears as the **cover letter in the PDF/print version** of the Total Rewards Statement.

□ **Quick Steps:** Content → Welcome Letters → New/Edit → Toolbar (Insert Name/Image/Link) → Update Details → Enable Options → Upload Signature/Photo → Save
