

Content Sections are the core value of the statement where you can show additional information and used to provide all of your important non-monetary rewards programs. There are suggested content sections that have been built out for you. You can add, remove and edit them to suit your business needs.

Your browser does not support HTML5 video.

Go to Administration, then Content Sections from the default from the drop-down menu.

The page will show the list of default content sections, **create custom** content sections, **rename** and **delete** content sections and **assign** content sections by employee group.

		New Content Secti
1 Health & Wellness	(all)	Edit 🔹 💌 🖨
2 Retirement & Financial Secu	(all)	Edit 🔺 🔻 ዕ
3 Additional Benefits & Perks	(all)	Edit 🔺 🔽

Display images on the content section pages of the web statement

Save

Click the appropriate button to make the changes, and click on Save.

To add a new content block, select New Content Block

To name or edit a content block, enter the information in space for Content Description

1	Content Block													• • •				
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To assign the content to a specific group, select from the Groups dropdown.

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Group)																_
(all)																	-

To remove a content block, click on the **cogwheel**, select **Remove** and click on **Delete Content Block**.

Health a	and Wellness	Delete This Content Block This action will <i>PERMANENTLY</i> delete <i>ALL</i> data for this content block.	
1	Content Block Name		
	Content Description	Cancel Delete Content Block	

To reorder content blocks, toggle between the **Up** and **Down** Arrows on the right

To save your work, click on **Save** at the bottom of the page

To **Edit** a content page clicks on the **Edit** to direct you to the content editor. Edit text in the HTML text editor.



Images may be enabled or disabled with a check of the box.



For custom images, Choose a File from your desktop and upload it. The system will accept both vertically oriented and horizontally oriented images. Vertically oriented images are recommended for the most aesthetic result.