



Image Selections

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For the **PDF/print version** of the statement, you can add **up to three images** on the **welcome page**. These are pre-selected by default, but you have full control to customize them using either stock images or your own branded visuals.

Configure Image Selections:

1. Go to **Design**.
2. Choose **Image Selections** from the dropdown.
3. Show or hide images by checking the box.

The screenshot shows the 'Image Selections' configuration page in the TotalRewards Builder. The top navigation bar includes links for TOTALREWARDS BUILDER, Company, Programs, Content, Design (selected), Image Selections, Promotions, Administration, and Dashboard. A user icon 'KA' is in the top right. The main content area has three sections for image selection:

- Top Picture:** A preview image of money falling from the sky. A checkbox is checked. A 'Select' button is below it.
- Middle Picture:** A preview image of three people raising their arms in a field. A checkbox is checked. A 'Select' button is below it.
- Bottom Picture:** A preview image of a hand putting a coin into a piggy bank. A checkbox is checked. A 'Select' button is below it.

On the right side, there is a 'Live Sample' button and a note: 'Click the link above to view a sample of the print statement.' Below that is a 'Don't see your changes?' note with instructions: 'Are you clicking the "Live Sample" and don't see your changes? If so, you may need to delete your Cache. To do so, go to Tools on your internet browser and delete the Cache.'

4. Under each image, click the **Select** button then choose from the **stock image library** or upload your own custom image.



Upload

Select

X



5. Click **Save**.

Note: For best results, use high-resolution images sized **480px by 320px**. Supported file formats: **PNG, JPG/JPEG, GIF**.

Quick Steps: Design → Image Selections → Show/Hide → Select/Upload Image → Save