

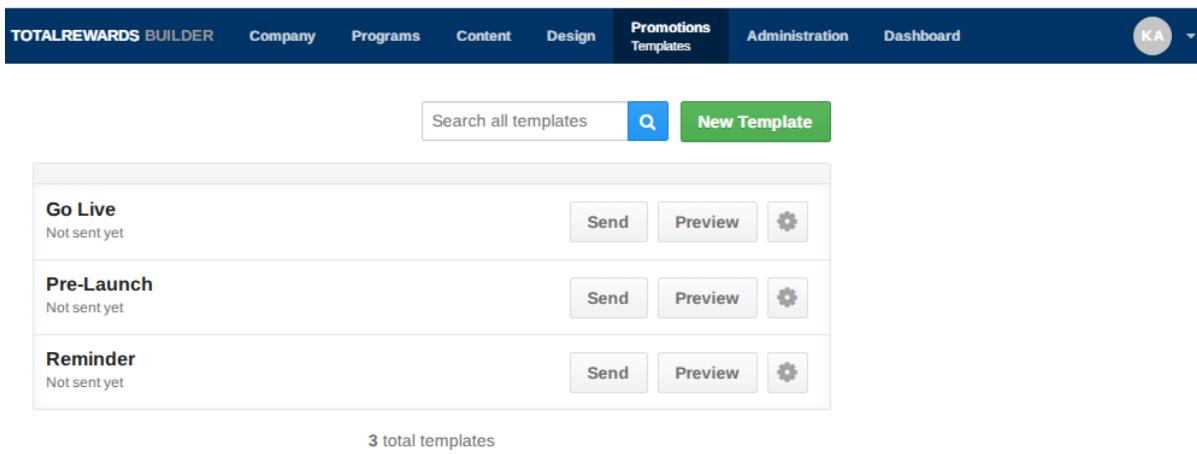
# Create or Edit Promotions

Last Modified on 10/24/2025 1:38 pm PDT

## [Create or Edit Promotions:](#)

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1. Go to **Promotions**.
2. Select **Templates** from the dropdown menu.
3. Click **New Template** to create a new template.



Screenshot of the TotalRewards Software interface showing the Promotions Templates page. The page displays three templates: Go Live, Pre-Launch, and Reminder. Each template has 'Send', 'Preview', and 'Edit' buttons. A search bar and a 'New Template' button are at the top. A message at the bottom says '3 total templates'.

Template	Status	Actions
Go Live	Not sent yet	Send Preview Edit
Pre-Launch	Not sent yet	Send Preview Edit
Reminder	Not sent yet	Send Preview Edit

4. Use the first icon (down arrow) to insert **Employee First Name** or **Employee Last Name** at the cursor's position.
5. Type in the **Name**, edit the **From Email** (see **Domain Masking setup** if applicable) and **Subject**, and write your email message in the message box.
6. Check or uncheck **Include login instructions** to enable or disable login instructions.



**Name**

A name for you to remember this template. This is NOT shown to any employees.

**From Email**

The email address that this will be sent from.

noreply@totalrewards.io

**Subject**

The "Subject" of an email message should be a short summary of its contents.

TotalRewards Statement - Welcome

**Message**

The message body sent to the employee.



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**Include login instructions**

Will append instructions to login and view the web statement for each employee. Additionally, a button will be added to click-to-view the web statement.

**Save**

7. To edit a pre-loaded template, click on its **Title** and update the details.
8. Click **Save** and prepare to preview the email.



**Name**

A name for you to remember this template. This is NOT shown to any employees.

Pre-Launch

**From Email**

The email address that this will be sent from.

noreply@totalrewards.io

**Subject**

The "Subject" of an email message should be a short summary of its contents.

TotalRewards Statement - coming soon!

**Message**

The message body sent to the employee.



Hi \${first\_name},

**What is my "Total Rewards Statement"?**

Your total rewards statement is a breakdown of your total compensation from 2025, including cash payments, benefits value, and estimated tax savings.

**How will I access my Total Rewards Statement?**

You will receive an email in the next 2-5 days that will include a link to create your password and login to your personal total rewards statement portal.

**What else is on my Total Rewards Statement Portal?**

Along with your compensation, you will find additional information about the benefits we offer.

**Include login instructions**

Will append instructions to login and view the web statement for each employee. Additionally, a button will be added to click-to-view the web statement.

**Save**

**Note:** Do not include login instructions for **Pre-Launch**. Only include in **Go Live** and **Reminder**. Always send a test email to yourself by clicking the **Preview** button before sending to all to ensure formatting, links, and personalization fields appear correctly.

**Quick Steps:** Go to Promotions → New or Edit Template → Insert personalization → Update From Email, Subject & Message → Add/remove login instructions → Save → Preview test email