Create Promotions

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A Promotion is an email to your employees that contains a link to their unique total rewards statement. In this step, you will create the email, send the email, and be able to monitor which employees have accessed their total rewards statement.

The Promotion feature also allows you to send targeted emails for different audiences.

Examples of targeted promotions include:

- Statement Launch
- Follow-Up

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Create or Edit Promotions

Go to Promotions

Click Templates

Click New Template button to create a new template

To Edit a pre-loaded template click on the title

To edit the message of the promotion email, the **edit toolbar** will float on top of the message section.

The first icon (**down arrow**) allows the user to drop Employee First Name and Employee Last Name within the text. Click on the selection and it will be inserted at the location of your live cursor.

Message The message body sent to the employee. l 0 7 BI U ٥ <u>=</u> = Ξ Α Hi \${first_name},

If no changes are needed hit Save and prepare to preview the email.