# Statement Layout

Last Modified on 10/24/2025 1:34 pm PDT

Statement Layout allows you to choose the **PDF/print statement layout**. Available options include:

- **2-page (Letter)** – Designed for a brief presentation of key compensation and benefits information.
- **4-page (Newsletter)** – Allows for additional content such as program tables and one of any content sections.
- **Online (All Online Content)** – A replica of the online statement, including all content sections.

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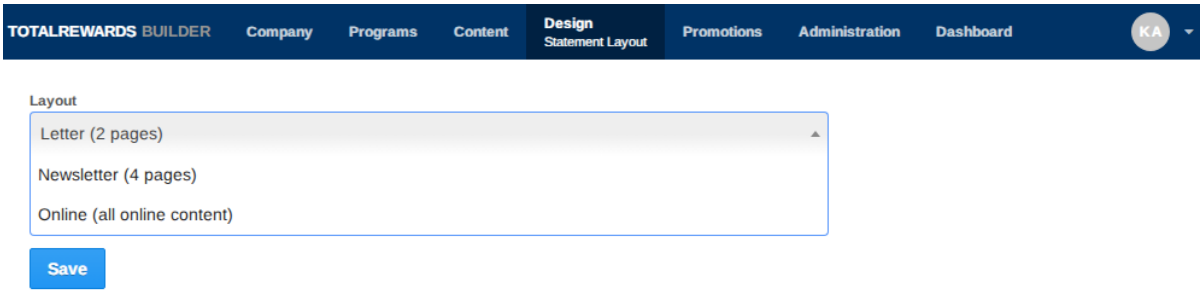
## Modify Statement Layout:

1. Go to **Design.**
2. Select **Statement Layout** from the dropdown.
3. Select the desired layout from the dropdown.




4. If using the **4-page layout**, choose one content section from the dropdown.

5. Click **Save**.

> **Note:** Select the layout that best fits your content volume and design needs. If including

> detailed program tables or additional sections, the **4-page layout** is recommended.

 **Quick Steps:** Design → Statement Layout → Select Layout → (If 4-page, Choose Content Section) → Save