



Kick Debt to the Curb

EMAIL INSTRUCTIONS

Questions? Contact your Relationship Manager or send an email to clientservices@smartdollar.com.



Before getting started, make sure to have your enrollment link handy!

1

Open the Word Document for the email you plan to send.

2

Link the **buttons to your SmartDollar enrollment page.**

- Select the button that you want to link to your SmartDollar enrollment page.
- On the "INSERT" tab along the top of the page, click "HYPERLINK OR LINK"
- In the "INSERT HYPERLINK" box, type or paste your SmartDollar enrollment page link in the "ADDRESS" box.

3

Copy and paste everything from the Word Document into a new email for your employees.

Send a test email to yourself prior to emailing your employees.

WINDOWS

- Select all by pressing the Ctrl key + A.
- Copy by pressing the Ctrl key + C.
- Start a new email to your employees.
- Paste the contents to the body of the email by pressing the Ctrl key + V.

MAC

- Select all by pressing the Command key + A.
- Copy by pressing the Command key + C.
- Start a new email to your employees.
- Paste the contents to the body of the email by pressing the Command key + V.

4

Use the Subject Line below and press send!

SUBJECT LINE

Kick Debt to the Curb with the Debt Snowball Method