

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

The Email Templates are designed in a way to make telling your team about SmartDollar quick and easy. Below are some steps to make these emails as successful as possible.

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

### 2 Link the **BUTTONS** to your SmartDollar enrollment page.

- Select the yellow 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 Word Document 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 Word Document contents to the body of the email by pressing the ⌘ Command key + V.

### 4 Use the Subject Line below and press send!

*Subject Line: Your All-in-One Digital Financial Guide*