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: SmartDollar is Giving Away $5,000 Cash!