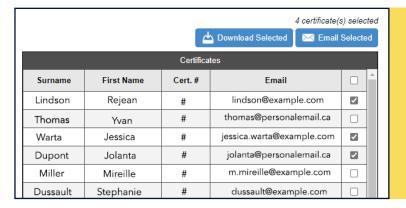
## RWAM OneCards & Welcome Letters

### Made Easy

It's now easier than ever to generate and access your member's Welcome Letter & OneCard by RWAM, right from the Plan Administrator Services website!





#### NEW to Reports...

Enhancements to the Report tab means multiple members can be selected for OneCard download or email.

#### For existing plan members you can now...

- Choose "Email a Welcome Letter and OneCard" to automatically generate and email a Welcome Letter and OneCard directly to the member.
- Choose "Download a Welcome Letter and OneCard" to download and save and send at a later date.
- Choose "Email a OneCard" to automatically generate and email the OneCard directly to the member.

# For <u>new</u> plan members enrolled through the Plan Administrator Services website...

- A Welcome Letter and OneCard will automatically be emailed to new plan members who provide an email address.
- NOTE: If an employee does not have an email on file, the download and order options are still available.

