

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!

4 certificate(s) selected

Download Selected | Email Selected

Certificates				
Surname	First Name	Cert. #	Email	
Lindson	Rejean	#	lindson@example.com	<input checked="" type="checkbox"/>
Thomas	Yvan	#	thomas@personalemail.ca	<input type="checkbox"/>
Warta	Jessica	#	jessica.warta@example.com	<input checked="" type="checkbox"/>
Dupont	Jolanta	#	jolanta@personalemail.ca	<input checked="" type="checkbox"/>
Miller	Mireille	#	m.mireille@example.com	<input type="checkbox"/>
Dussault	Stephanie	#	dussault@example.com	<input type="checkbox"/>

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.

WELCOME LETTER / ONECARD

Welcome Letter

- NEW
✉
Email a Welcome Letter and OneCard
[Email a Welcome Letter and OneCard to the member.](#)
- NEW
⬇
Download a Welcome Letter and OneCard
[Download a Welcome Letter and OneCard in order to print](#)

OneCard

- NEW
✉
Email a OneCard
[Email a graphic image of a OneCard to the member.](#)
- ⬇
Download a OneCard
[Download a graphic image of a OneCard in order to print](#)
- 📋
Order a OneCard
[Submit an order for a OneCard. The OneCard will be pro](#)

For new 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.