

Hello
Friend!



your new GROUP toolkit



As your organization's new benefits provider, we are happy to help you get the word out on your new plan. When you click on any of the links below, it will open a document that you can use for your employee communications.



EMPLOYEE **memos**

Use these documents to let your employees know about the coming change. Simply cut and paste the header and text into an email, or print off for those without easy online access.



Initial announcement



Start day



New employee (New hires after transition)



EMPLOYEE NEWSLETTER & EMAIL **content**

Looking for great, useful content for your internal newsletter? Attached are several articles that can help you educate your employees on their health and benefits.

Bonus tip: You can also use these articles in an email, on their own!



Understanding your benefits



Medavie Mobile app



Direct deposit



PROMOTIONAL **items**

POSTER – place this in high traffic areas to build awareness and excitement about the switch of your benefits plan to us.



8½" x 14" - Poster pdf

TENT CARDS – great for employee lounges, lunch rooms or cafeterias to get people talking about the change.



Tent card pdf

POST CARD – handed out, sent to employees on the road or used in a “desk drop”, these are an effective way to get the word out.



Post card pdf



SUPPORT **graphics**

Use these when applicable to draw attention to your new benefits plan.

Depending on your settings, you may need to right-click and save the file to your desktop in order to use for your members.

DESKTOP BACKGROUND



Announcement



After transition

INTRANET BANNERS / NEWSLETTER ADS



Ad 1 - Square-shaped (4" x 4")



Ad 2 - Horizontal format (4" x 2")



Ad 3 - Vertical format (2" x 4")