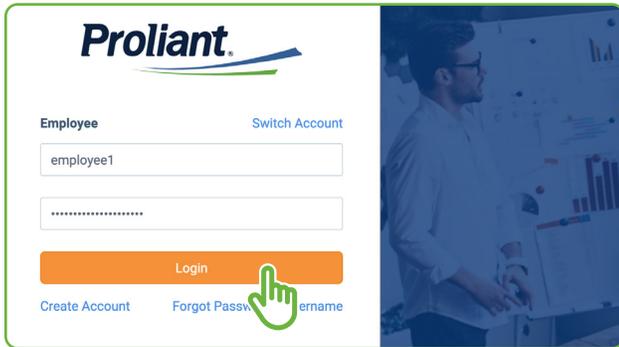
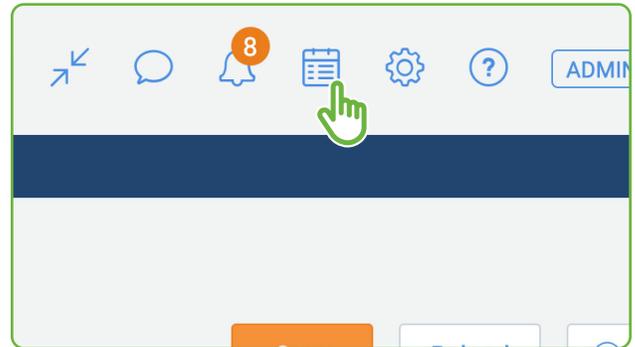


Creating and Sending System Notifications in ReadyPay Online

1. Log into your RPO Employee Kiosk



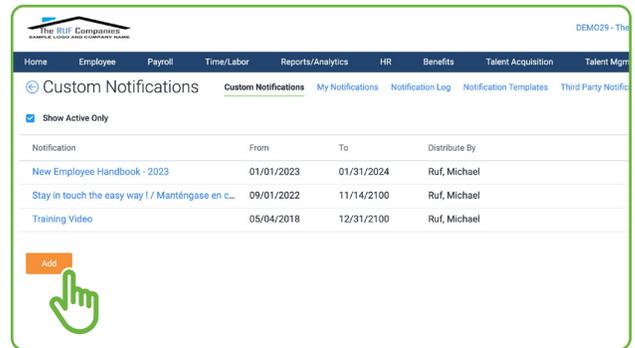
2. Click on the **Workspace** icon near the top



3. Click on **Custom Notifications**



4. Click **Add** and add your message



Open Enrollment Message example:

Hello, everyone -

Open enrollment will begin November 1, 2023 and will remain open through [add date]. This is your once-a-year opportunity to make changes to your benefits elections.

Note: if you don't meet the deadline, your current elections will roll over for the upcoming year except flexible spending accounts, which must be set up every year. However, it is still highly recommended that you go in and confirm everything is correct.

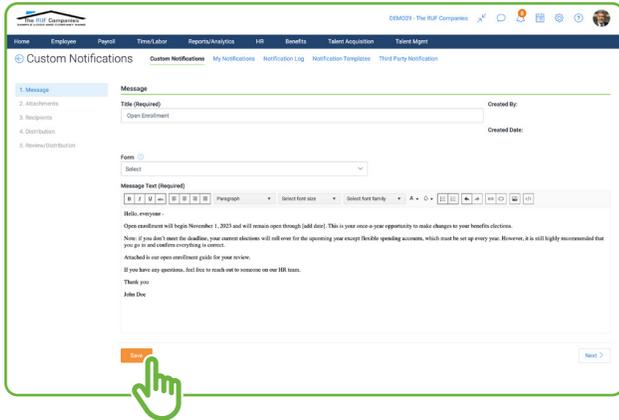
Attached is our open enrollment guide for your review.

If you have any questions, feel free to reach out to someone on our HR team.

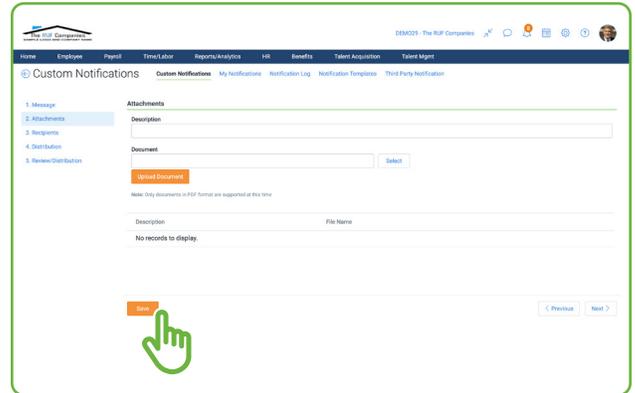
Thank you

[Insert Name]

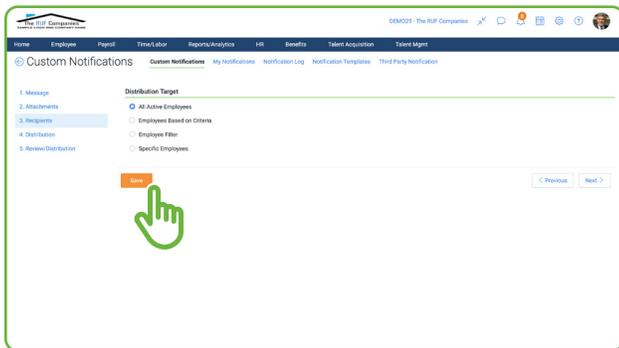
5. Click **Save**. Click **Next**



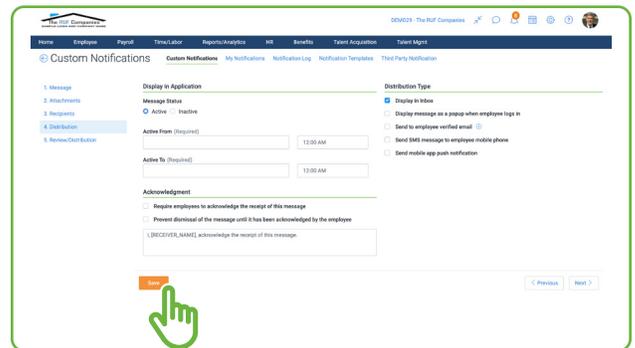
6. Add any necessary attachments by clicking on **Upload Document**. Click **Save**. Click **Next**.



7. Select an option for recipients. Click **Save**. Click **Next**.



8. Set Distribution Methods. Click **Save**. Click **Next**.



7. Click **Save & Distribute**.

