

Androscoggin Bank

**Email Templates**

**We’ve provided the following templates to make communication easy. Click on the hyperlinks below to jump to each section.**

* [Email Snippet](#_Email_Snippet)
* Full Email Templates
	+ [Introduction to Decision Doc](#_Introduction_to_Decision)
	+ [First Reminder](#_First_Reminder)
	+ [Final Reminder](#_Final_Reminder)
	+ [Executive / Leadership Email](#_Executive_/_Leadership)

##

## **Email Snippet**

*Use this snippet if you’re already sending an email out to employees about Open Enrollment. Be sure to attach the Employee Flyer to your email!*

Your first step for Open Enrollment is to use Decision Doc: [www.myhyke.com/androscogginbank2024](http://www.myhyke.com/androscogginbank2024) . Brought to you by HYKE, Decision Doc makes it easy for you to better understand your health plan options and feel more confident about your choice—all at no extra cost to you. **Employees who use *Decision Doc* save over $1,300 a year on average.**

## **Full Email Templates**

*Use these templates to send standalone emails about Decision Doc.*

## **Introduction to Decision Doc**

**Subject:** Introducing Decision Doc, brought to you by HYKE

**Attachment:** HYKE DD\_Employee Flyer

*Please bcc or forward your email announcements to your customer success lead so we can help you track utilization!*

Hi all!

We’re pleased to announce that we are partnering with HYKE to help you get guidance on your health plan enrollment! Their easy-to-use platform, *Decision Doc*, shows you which health plan makes the most sense for your needs and budget – all at no extra cost to you. Employees who use *Decision Doc* save over $1,300 a year on average, so check out the details below and get started today!

**What you need to know:**

* Access Decision Doc here: [www.myhyke.com/androscogginbank2024](http://www.myhyke.com/androscogginbank2024)
	+ *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about you and your family’s anticipated health care and prescription needs.
	+ *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
	+ *Para revisar las preguntas con un agente de habla hispana, programe una cita en* [*https://go.oncehub.com/LanguageLine*](https://go.oncehub.com/LanguageLine)
* You’ll receive an interactive report showing you the right plan for the upcoming year. You can save the report, try out different scenarios, and even email it to a partner at home!
	+ *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

As an added bonus, all Decision Doc users will automatically be entered into a $5,000 and $10,000 Sweepstakes!\* Don’t miss out on personalized guidance and two chances to win big!

The team at HYKE is looking forward to supporting you this Open Enrollment season! If you have any questions, don’t hesitate to reach out to them at questions@letshyke.com.

Thank you,

Androscoggin Bank

## **First Reminder**

**Subject:** Open Enrollment Step 1: Use Decision Doc

**Attachment:** HYKE DD\_Employee Flyer

*Please bcc or forward your email announcements to your customer success lead so we can help you track utilization!*

Hi team!

Don’t forget that this year’s Open Enrollment involves one extra step to help you get the support you need. Before you start enrollment, please use Decision Doc, a secure online platform that makes it easy to understand your benefits. It takes just a few minutes and you’ll get an instant report that shows your total costs for each health plan, based on your specific needs.

**Get started here and be sure to check out the attached flyer for more information:** [**www.myhyke.com/androscogginbank2024**](http://www.myhyke.com/androscogginbank2024)

* *Para revisar las preguntas con un agente de habla hispana, programe una cita en* [*https://go.oncehub.com/LanguageLine*](https://go.oncehub.com/LanguageLine)

All the best,

Androscoggin Bank

## **Final Reminder**

**Subject:** Last Chance – Use Decision Doc Now

**Send Date:** 1-2 days before Open Enrollment ends

**Attachment:** HYKE\_DD\_Employee Flyer

*Please bcc or forward your email announcements to your customer success lead so we can help you track utilization!*

Hi everyone!

This is your final reminder to use Decision Doc before Open Enrollment ends. Decision Doc is a secure platform that is quick, easy, and confidential, and could save you thousands of dollars. Even if you think you know which health plan to choose, take a few minutes to confirm your decision!

Get started now:

* Access Decision Doc here: [www.myhyke.com/androscogginbank2024](http://www.myhyke.com/androscogginbank2024)
	+ *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about upcoming health care needs for you and your family.
	+ *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
	+ *Para revisar las preguntas con un agente de habla hispana, programe una cita en* [*https://go.oncehub.com/LanguageLine*](https://go.oncehub.com/LanguageLine)
* You’ll receive an interactive report showing you the right plan for the upcoming year. You can save the report, try out different scenarios, and even email it to a partner at home!
	+ *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

Cheers!

Androscoggin Bank

## **Executive / Leadership Email**

**Subject:** Personalized support provided by Androscoggin Bank

**Attachment:** HYKE DD\_Employee Flyer

*Please bcc or forward your email announcements to your customer success lead so we can help you track utilization!*

Dear team,

I wanted to remind you that Decision Doc (brought to you by HYKE) is a new platform available to all employees, as part of this year’s open enrollment process. This secure platform will help you learn more about our health plans and give you confidence that your plan will protect your health and wallet. It takes just about 5 minutes, so please get started using the instructions below.

* Go to Decision Doc: [www.myhyke.com/androscogginbank2024](http://www.myhyke.com/androscogginbank2024)
	+ *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about you and your family’s anticipated health care and prescription needs.
	+ *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
	+ *Para revisar las preguntas con un agente de habla hispana, programe una cita en* [*https://go.oncehub.com/LanguageLine*](https://go.oncehub.com/LanguageLine)
* You’ll receive an interactive report showing you the right plan for the upcoming year. You can save the report, try out different scenarios, and even email it to a partner at home!
	+ *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

Be sure to reach out to the HYKE team at questions@letshyke.com for any questions about Decision Doc.

Sincerely,

Androscoggin Bank