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Chicago Public Schools

**Email Templates**

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

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* Full Email Templates
  + [Introduction to Decision Doc](#_Introduction_to_Decision)
  + [First Reminder](#_First_Reminder)
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  + [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/cps2024.** Brought to you by HYKE (formerly MyHealthMath), Decision Doc provides a personalized Protection Score to measure your health and financial wellness. Spend 5-10 minutes answering questions about your healthcare needs, finances and family, and receive instant guidance on which benefits will help you stay protected. It’s free, easy, and completely confidential. Better yet –**employees who use Decision Doc save an average of $1,300 in healthcare costs.** Don’t miss your chance to save!

**As an added bonus, you have two chances to win big! All Decision Doc users will automatically be entered into a $5,000 and $10,000 Sweepstakes!\*** Keep an eye out for emails from HYKE during open enrollment with details on the sweepstakes and instructions on how to use Decision Doc. Any emails from HYKE will look like this:

* From address: [hello@letshyke.com](mailto:hello@letshyke.com)
* From name: Chicago Public Schools Benefit Decision Support
* Sample subject line: Personalized benefit support – use Decision Doc now!

\* NO PURCHASE NECESSARY. MUST BE RESIDENT OF THE UNITED STATES OR DISTRICT OF COLUMBIA, 18 OR OLDER. VOID WHERE PROHIBITED. USE DECISION DOC TO ENTER. BEGINS AT 8 AM CST ON AUGUST 1, 2023 AND ENDS AT 11 PM CST ON DECEMBER 31, 2023. PRIZE: ONE (1) $5,000 CASH PRIZE. ONE (1) $10,000 CASH PRIZE ADDITIONAL TERMS APPLY. FOR MORE DETAILS INCLUDING ALTERNATIVE METHOD OF ENTRY SEE OFFICIAL RULES AT WWW.LETSHYKE.COM/SWEEPSTAKES-OFFICIAL-RULES-5K-JANUARY2024 & WWW.LETSHYKE.COM/SWEEPSTAKES-OFFICIAL-RULES-10K-JANUARY2024. SPONSOR: HYKE

## **Full Email Templates**

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

## **Introduction to Decision Doc**

**Subject:** Decision Doc is back!

**Send Date:** October 16, 2023

**Attachment:** HYKE DD\_Employee Flyer $5k 10k Sweepstakes\_Chicago Public Schools 2024

*Please bcc or forward your email announcements to your HYKE Customer Success lead so we can help you track utilization!*

Hi all!

We’re excited to share we’re continuing our partnership with HYKE, formerly MyHealthmath. Their easy-to-use platform, *Decision Doc*, shows you which benefits make sense for your needs and budget – all at no extra cost to you. Decision Doc has new and improved features since last year, so be sure to check out the details below and get started today!

**What you need to know:**

* Access Decision Doc here: www.myhyke.com/cps2024
  + *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about your healthcare needs, finances and family.
  + *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
  + *If you’re already enrolled in one of our health plans, you may see an option to view a Claims Snapshot inside Decision Doc. Check out this instant Snapshot if you’re curious which health plan will save you the most money based on your past medical usage and ensure that you’re in the most optimal plan!*
* You’ll receive an instant Protection Score that measures your health and financial needs and tells you which benefits will help you stay protected.
  + *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

**As an added bonus, you have two chances to win big!** All Decision Doc users will automatically be entered into a $5,000 and $10,000 Sweepstakes!\* Keep an eye out for emails from HYKE during open enrollment with details on the sweepstakes and instructions on how to use Decision Doc. Any emails from HYKE will look like this:

* From address: [hello@letshyke.com](mailto:hello@letshyke.com)
* From name: Chicago Public Schools Benefit Decision Support
* Sample subject line: Personalized benefit support – use Decision Doc now!

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](mailto:questions@letshyke.com).

Thank you,

Chicago Public Schools

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## **First Reminder**

**Subject:** Open Enrollment Step 1: Use Decision Doc (plus a chance to win BIG!)

**Attachment:** HYKE DD\_Employee Flyer $5k 10k Sweepstakes\_Chicago Public Schools 2024

*Please bcc or forward your email announcements to your HYKE Customer Success lead so we can help you track utilization!*

Hi all!

Don’t forget that this year’s Open Enrollment involves starts with Decision Doc, a secure online platform that makes it easy to understand your benefits, helps you choose the coverage you need and save money. It takes just 5-10 minutes and you’ll get:

1. An instant Protection Score that measures your health and financial needs
2. Guidance on which benefits will help you stay protected. **Employees who use Decision Doc save an average of $1,30 in total healthcare costs.** Don’t miss out on your opportunity to save this year!

**Not convinced yet? As an added bonus, you have two chances to win big! All Decision Doc users will automatically be entered into a $5,000 and $10,000 Sweepstakes!\***

**Get started here and be sure to check out the attached flyer for more information: www.myhyke.com/cps2024**

All the best,

Chicago Public Schools

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## **Final Reminder**

**Subject:** Last Chance – Use Decision Doc Now (plus a BIG sweepstakes opportunity!)

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

**Attachment:** HYKE DD\_Employee Flyer $5k 10k Sweepstakes\_Chicago Public Schools 2024

*Please bcc or forward your email announcements to your HYKE Customer Success lead so we can help you track utilization!*

Hi all!

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 used Decision Doc last year, take a few minutes to use it again so you can receive your Protection Score and know where you stand.

Get started now:

* Access Decision Doc here: www.myhyke.com/cps2024
  + *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about your healthcare needs, finances and family.
  + *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
  + *If you’re already enrolled in one of our health plans, you may see an option to view a Claims Snapshot inside Decision Doc. Check out this instant Snapshot if you’re curious which health plan will save you the most money based on your past medical usage and ensure that you’re in the most optimal plan!*
* You’ll receive an instant Protection Score that measures your health and financial needs and tells you which benefits will help you stay protected.
  + *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

**Once you’ve used Decision Doc, you’ll automatically be entered into a $5,000 and $10,000** Sweepstakes!\*

Cheers!

Chicago Public Schools

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## **Executive / Leadership Email**

**Subject:** Personalized support provided by Chicago Public Schools

**Attachment:** HYKE DD\_Employee Flyer $5k 10k Sweepstakes\_Chicago Public Schools 2024

*Please bcc or forward your email announcements to your HYKE 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, formerly MyHealthMath) is a platform available to all employees, as the first step in this year’s open enrollment process. This secure platform will help you learn more about our benefit package and give you confidence that your benefits will protect your health and wallet. It takes just 5-10 minutes, so please get started using the instructions below.

* Go to Decision Doc: www.myhyke.com/cps2024
  + *For the best experience, use the most updated version of Google Chrome on your browser!*
* Be prepared to answer questions about your healthcare needs, finances and family.
  + *You’ll be able to save and edit your responses later, so take your best guess when going through the questionnaire!*
  + *If you’re already enrolled in one of our health plans, you may see an option to view a Claims Snapshot inside Decision Doc. Check out this instant Snapshot if you’re curious which health plan will save you the most money based on your past medical usage and ensure that you’re in the most optimal plan!*
* You’ll receive an instant Protection Score that measures your health and financial needs and tells you which benefits will help you stay protected.
  + *When you’re ready, navigate to our enrollment system to complete your enrollment for this year.*

**Once you’ve used Decision Doc, you’ll automatically be entered into a $5,000 and $10,000** Sweepstakes!\*

Be sure to reach out to the HYKE team at [questions@letshyke.com](mailto:questions@letshyke.com) for any questions about Decision Doc.

Sincerely,

Chicago Public Schools

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