

Town of Alton

**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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##

## **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/alton2024](http://www.myhyke.com/alton2024). Brought to you by HYKE (formerly MyHealthMath), Decision Doc provides a personalized Protection Score to measure your health and financial wellness. Spend a few 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.

## **Full Email Templates**

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

## **Introduction to Decision Doc**

**Subject:** Decision Doc is back!

**Send Date:** DD GO LIVE DATE

**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 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/alton2024](http://www.myhyke.com/alton2024).
	+ *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!*
* 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.*

Keep an eye out for emails from HYKE during open enrollment with details and instructions on how to use Decision Doc. Any emails from HYKE will look like this:

* From address: hello@letshyke.com
* From name: Town of Alton 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.

Thank you,

Town of Alton

## **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:

1. An instant Protection Score that measures your health and financial needs
2. Guidance on which benefits will help you stay protected. Last year, employees who used Decision Doc saved an average of $2,587 in total healthcare costs. Don’t miss out on your opportunity to save this year!

**Get started here and be sure to check out the attached flyer for more information:** [**www.myhyke.com/alton2024**](http://www.myhyke.com/alton2024)

All the best,

Town of Alton

##

## **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 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/alton2024](http://www.myhyke.com/alton2024)
	+ *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!*
* 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.*

Cheers!

Town of Alton

##

## **Executive / Leadership Email**

**Subject:** Personalized support provided by Town of Alton

**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 – formerly MyHealthMath) 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 benefit package and give you confidence that your benefits will protect your health and wallet. It takes just 10 minutes, so please get started using the instructions below.

* Go to Decision Doc: [www.myhyke.com/alton2024](http://www.myhyke.com/alton2024)
	+ *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!*
* 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.*

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

Sincerely,

Town of Alton