**NationsBenefits Email Signature Guidelines**

Our standard email signature provides contact information and identifies the sender as a member of the NationsBenefits team. By using a standard signature, we reinforce brand consistency, promote professionalism, and uphold best practices for email size and layout.

Please make sure your Outlook email properties reflect correct contact information.

**Create your NationsBenefits auto signature for new email messages:**

Follow the steps below to setup your NationsBenefits email signatures that will display in new emails. Any changes or additions to this format (such as quotes, social icons, backgrounds, etc.) are discourages. For more information, use Outlook online help.

1. In Microsoft Outlook, click the File tab and select **Options**.
2. From the Options dialog box, click **Mail**.
3. Click **Signatures**.
4. With e-mail Signature tab selected click **New**.
5. Enter **New Message Signature** as the same for the new signature and click **OK**.
6. Copy the sample email signature below:

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

Address | City, State Zip Code

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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**If you work in a division office, please use the template below:**

**First Name Last Name**

*Title, Division*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

Address | City, State Zip Code

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A blue and white logo  Description automatically generated |  |  |  |  |

1. In the signature area, right-click and choose **Paste > Keep Source Formatting**.
2. Edit the contact information specifics then click **OK**.
3. Click **OK** on all open dialog boxes to save your new signature.

**Create a NationsBenefits auto signature for replies/forwards:**

An email best practice is to use a shortened email signature when you reply to or forward an email, which optimizes email viewing on mobile devices because it reduces the content sent.

1. Upon completion of your New Message Signature, click **New**.
2. Enter **Reply Signature** as the name for the Replies/Forwards signature and click **OK**.
3. Copy the sample reply email signature below:

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

1. In the signature area, right-click and choose **Paste > Keep Source Formatting**.
2. Edit the fields to include your phone numbers, then click **OK**.
3. Click **OK** on all open dialog boxes to save your new signature.

**Set default NationsBenefits auto signatures for new messages and replies/forwards:**

To have the correct NationsBenefits email signature appear automatically when you begin a new message or reply/forward a message, set them up as your default auto signatures.

1. In Microsoft Outlook, click the File tab and click **Options**.
2. From the Options dialog box, click **Mail**.
3. Click **Signature**.
4. In the Choose Default Signature area, indicate your **New Message Signature** in the New Messages field and **Reply Signature** in the Replies/Forwards field.
5. Click **OK** on all open dialog boxes to save your new signatures.

**Confidentiality statement and disclaimers**

The following disclaimer is to be used on all email signatures:

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**Plantation, FL HQ – Plantation Pointe:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

1700 N. University Drive | Plantation, FL 33322

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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<<COPY ABOVE>>

**Plantation, FL HQ – NationsHearing (Optional):**

<<COPY BELOW>>

**First Name Last Name**

*Title, NationsHearing*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

1700 N. University Drive | Plantation, FL 33322

|  |  |  |  |  |
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<<COPY ABOVE>>

**Plantation, FL HQ – FinTech (Optional):**

<<COPY BELOW>>

**First Name Last Name**

*Title, Financial Technology*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

1700 N. University Drive | Plantation, FL 33322

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<<COPY ABOVE>>

**Plantation, FL 2 – Call Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

1801 NW 66th Avenue, Suite 100 | Plantation, FL 33313

|  |  |  |  |  |
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<<COPY ABOVE>>

**Miramar, FL – Call Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

2901 SW 145th Avenue | Miramar, FL 33027

|  |  |  |  |  |
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<<COPY ABOVE>>

**Davie, FL - Fulfillment Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title, NationsOTC*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

3380 Davie Road, Suite 701 | Davie, FL 33314

|  |  |  |  |  |
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<<COPY ABOVE>>

**Hollywood, FL – NationsMarket:**

<<COPY BELOW>>

**First Name Last Name**

*Title, NationsMarket*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

2050 McKinley Street, Suite 200 | Hollywood, FL 33020

|  |  |  |  |  |
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<<COPY ABOVE>>

**Remote:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

1700 N. University Drive | Plantation, FL 33322

|  |  |  |  |  |
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<<COPY ABOVE>>

**Costa Mesa, CA – Call Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

3515 Harbor Blvd. | Costa Mesa, CA 92626

|  |  |  |  |  |
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<<COPY ABOVE>>

**Costa Mesa, CA – Fulfillment Center**

<<COPY BELOW>>

**First Name Last Name**

*Title, NationsOTC*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

1540 Scenic Avenue, Suite 150 | Costa Mesa, CA 92626

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<<COPY ABOVE>>

**Nashville, TN – Call Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

2501 Perimeter Place, Suite 100 | Nashville, TN 37214

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<<COPY ABOVE>>

**Nashville, TN – Distribution Facility:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

1922 Old Murfreesboro Pike, Suite 620 | Nashville, TN 37217

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<<COPY ABOVE>>

**Overland Park, KS – Call Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

6050 Sprint Parkway | Overland Park, KS 66251

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<<COPY ABOVE>>

**Salt Lake City, UT – Distribution Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title, NationsOTC*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

1845 West 1040 South, Suite 14 | Salt Lake City, UT 84101

|  |  |  |  |  |
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**Wixom, MI – Distribution Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title, NationsOTC*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

10100 Assembly Park Drive, Suite 900 | Wixom, MI 48393

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<<COPY ABOVE>>

**Clinton, PA – Distribution Center:**

<<COPY BELOW>>

**First Name Last Name**

*Title, NationsOTC*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

2291 Sweeney Drive, A-1 | Clinton, PA 15026

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**Allen, TX – FinTech:**

<<COPY BELOW>>

**First Name Last Name**

*Title, Financial Technology*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

100 Allentown Parkway, Suite 110 | Allen, TX 75002

|  |  |  |  |  |
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<<COPY ABOVE>>

**Dallas, TX:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

12221 Merit Drive, 15th Floor | Dallas, TX 75251

|  |  |  |  |  |
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<<COPY ABOVE>>

**India:**

<<COPY BELOW>>

**First Name Last Name**

*Title*

O: xxx-xxx-xxxx | C: xxx-xxx-xxxx

E: abc@nationsbenefits.com

First Floor, Unit 3B, Octave Block, Parcel 4

Salarpuria Sattva Knowledge City

Hyderabad, Telangana – 500081, India

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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