

# Content Pages

Last Modified on 12/04/2019 3:33 pm EST



**Content Sections** are the core value of the statement where you can show additional information and used to provide all of your important non-monetary rewards programs. There are suggested content sections that have been built out for you. You can add, remove and edit them to suit your business needs.



Your browser does not support HTML5 video.

Go to **Administration**, then **Content Sections** from the default from the drop-down menu.

The page will show the list of default content sections, **create custom** content sections, **rename** and **delete** content sections and **assign** content sections by employee group.

Section	Filter	Actions
1 Health & Wellness	(all)	Edit
2 Retirement & Financial Secu	(all)	Edit
3 Additional Benefits & Perks	(all)	Edit

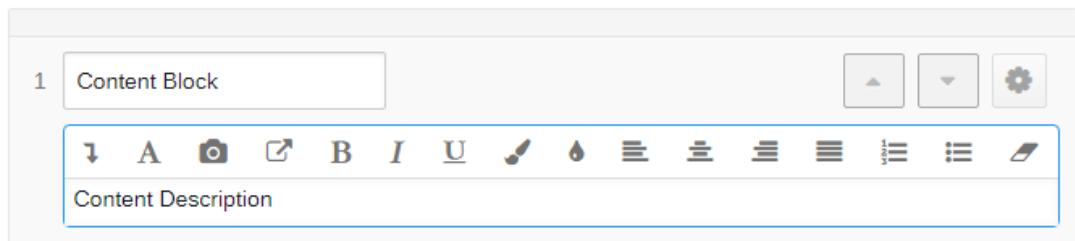
Display images on the content section pages of the web statement

**Save**

Click the appropriate **button** to make the changes, and click on **Save**.

To add a new content block, select **New Content Block**

To name or edit a content block, enter the information in space for Content Description



To assign the content to a specific group, select from the Groups dropdown.

Health and Wellness

New Content Block

Content Block Name

Content Description

Group

(all)

To remove a content block, click on the **cogwheel**, select **Remove** and click on **Delete Content Block**.

Health and Wellness

Content Block Name

Content Description

Delete This Content Block

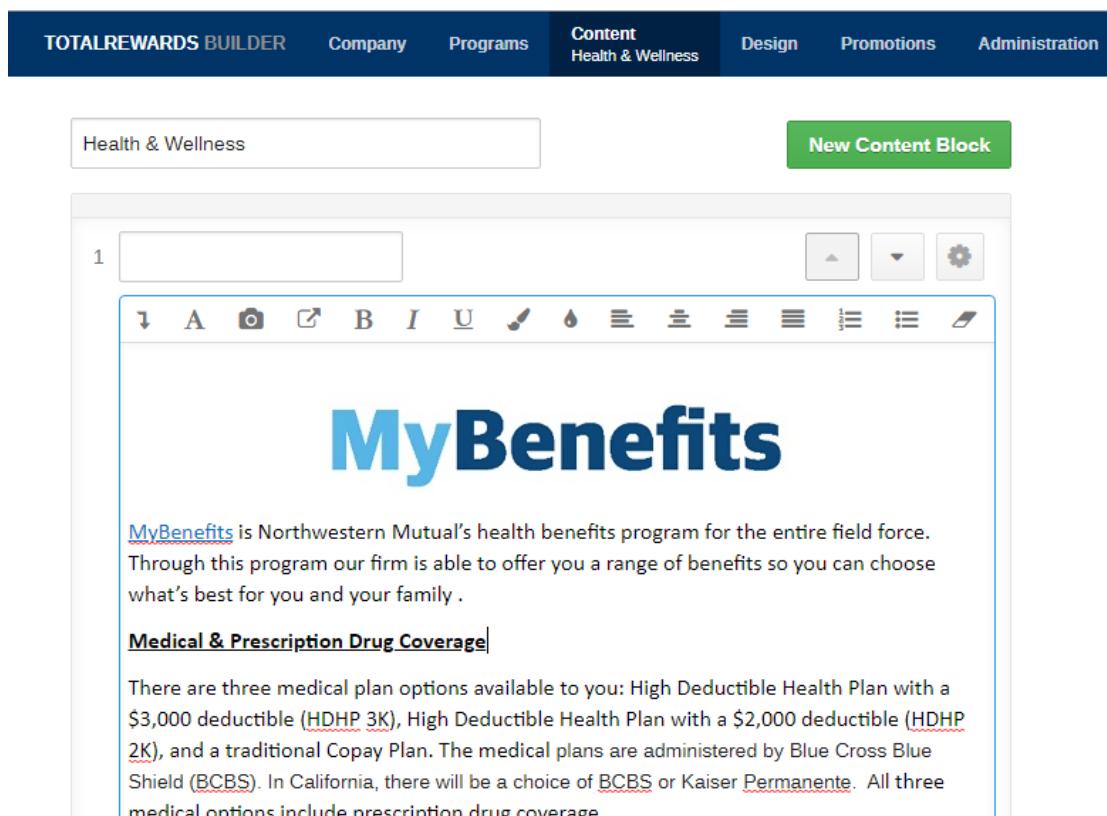
This action will **PERMANENTLY** delete **ALL** data for this content block.

Cancel **Delete Content Block**

To reorder content blocks, toggle between the **Up** and **Down** Arrows on the right

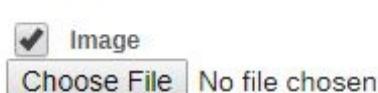
To save your work, click on **Save** at the bottom of the page

To **Edit** a content page clicks on the **Edit** to direct you to the content editor. Edit text in the HTML text editor.



The screenshot shows the TOTALREWARDS BUILDER interface. The top navigation bar includes links for TOTALREWARDS BUILDER, Company, Programs, Content (Health & Wellness), Design, Promotions, and Administration. A sub-navigation bar for 'Content' shows 'Health & Wellness'. A 'New Content Block' button is visible. The main area is a WYSIWYG editor with a toolbar at the top. The title 'MyBenefits' is displayed in large blue text. Below the title is a paragraph of text: 'MyBenefits is Northwestern Mutual's health benefits program for the entire field force. Through this program our firm is able to offer you a range of benefits so you can choose what's best for you and your family.' A section titled 'Medical & Prescription Drug Coverage' is present, with a paragraph describing three medical plan options: High Deductible Health Plan with a \$3,000 deductible (HDHP 3K), High Deductible Health Plan with a \$2,000 deductible (HDHP 2K), and a traditional Copay Plan. The medical plans are administered by Blue Cross Blue Shield (BCBS). In California, there will be a choice of BCBS or Kaiser Permanente. All three medical options include prescription drug coverage.

Images may be enabled or disabled with a check of the box.



**Save**

For custom images, Choose a File from your desktop and upload it. The system will accept both vertically oriented and horizontally oriented images. Vertically oriented images are recommended for the most aesthetic result.