

Adding Custom Messaging to Participant Statements

For use with the Total Retirement Center (TRC)

About the Statement Messaging Feature

You can create a custom message to be displayed on your participant's statements. Messages must be submitted no later than 5 days before the end of each calendar quarter.

How to Add Statement Messaging

Under the **Plan Management** top line menu, select **Statement Messaging**.



Once the feature loads, Select **Create a New Custom Message** then follow the steps listed below:

1. Enter a **Message Title**. Note that this title is for internal purposes only, it will not print on statements.

Message Title:
(for internal purposes - will not print on statement)

2. Choose the **Message Effective Date** for which quarter statements you would like the message to be displayed.

Message Effective Date: 1/1/2018 Thru 3/31/2018 ▼



3. Enter the wording under the Message field that will be displayed on statements. Note that the message can only be 750 characters long.

Message:



750 Characters remaining

4. Select the **Next** button to complete this process.

Message Title:

(for internal purposes - will not print on statement)

Message Effective Date: 1/1/2018 Thru 3/31/2018 ▼

Language: English ▼ (MassMutual does not translate your message)

☒ Display this message in English on all non-English statements

Message:

[clear](#)

750 Characters remaining

Previous

Next



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