



# Communications Playbook

FOR EMPLOYEES

## Overview

This playbook is designed to guide your institution in effectively communicating the digital ID card app to your employees. Below are helpful tips and strategies that can help aid you in promoting awareness of the digital ID card app.

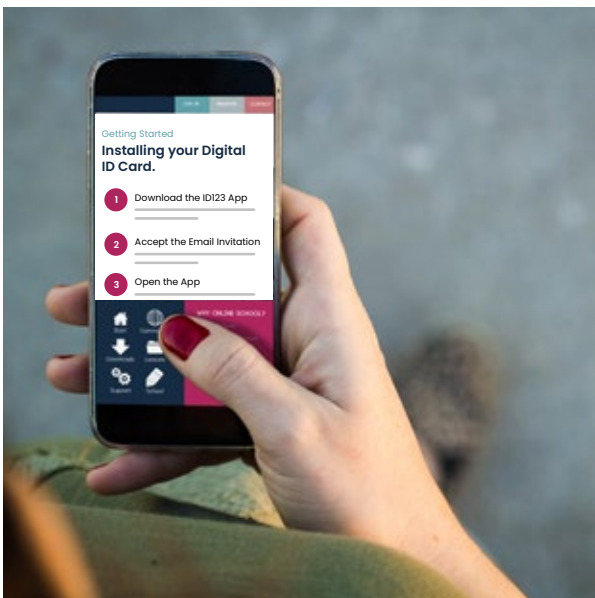
# Methods of Communication.

There are different types of communication methods that you can use to engage with your employees. We've provided below some of the best methods of communication that you can use to promote awareness and get your employees to install their digital cards.



## Display QR Codes Around the Workplace

You can download and print a scannable QR code from our [Downloadable Assets](#) page and then post them on walls throughout your workplace (e.g. break room). Employees can scan the QR code with their mobile device allowing them to immediately download the app and proceed to securely install their card.



## Provide Instructions During Onboarding

During an employee's onboarding process you can provide a simple guide on how they can obtain their digital ID card. You can also use or share the [card installation instructions](#) that we provide in our Knowledge Base. Feel free to also mention other helpful information such as employee usage guidelines, an FAQ section, and locations of where the cards can be used.

# Methods of Communication.

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## Automatic Email Reminders

You can enable automatic email invite reminders from your Email Invite page in the ID Management System (IDMS). When enabled, employees who have yet to install their card will automatically receive another email invitation to install their digital card after a set period of time.

We hope that you now have a better understanding of how to effectively communicate the digital ID card app to your employees. Be creative and have fun while you plan your own communication strategies!

**Have questions about this playbook? Contact Us**  
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