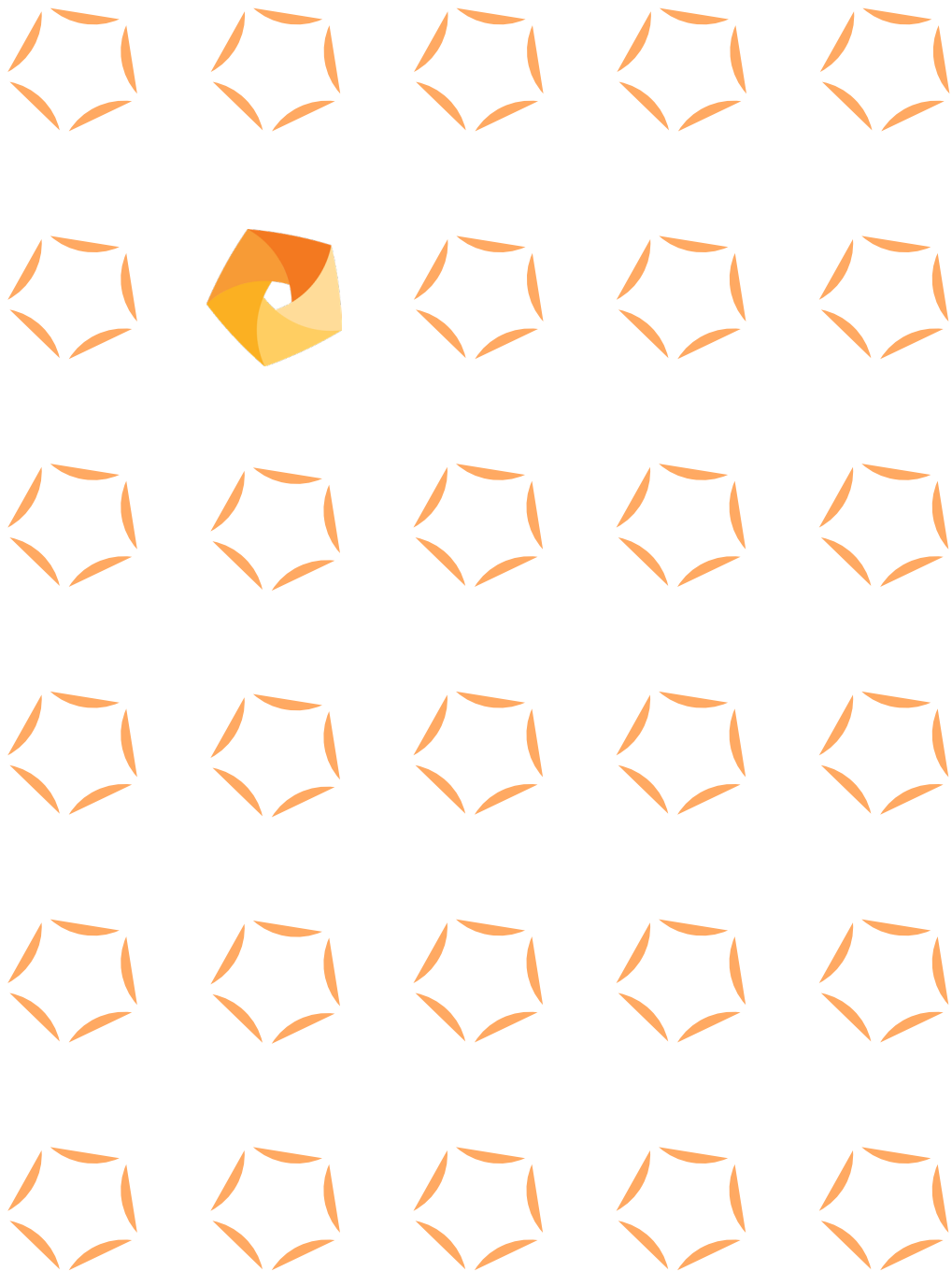


How to Use the Communications (CMM) Post- Onboarding Service

FOLLOW THESE STEPS TO CREATE AND SEND COMMUNICATIONS THROUGH THE COMMUNICATIONS (CMM) SERVICE



Topics

This instructional presentation covers the two topics below. To skip ahead, click the button.



How to create a communication

How to send communications to employees



How to create a communication

How to create a communication



In the **Admin** section, open the Company Details by selecting the open icon next to your company name.

A screenshot of the Aprio Admin interface. The top navigation bar is dark brown with a globe icon and a user profile icon labeled 'A'. Below the navigation bar, the 'Admin' section is active, indicated by a red box around the 'Admin' icon in the left sidebar. The main content area shows a list of companies under the 'Companies' tab. The list has columns for Name, Owner Name, Payroll Processor, Location States, Industry, and Date Added. A search bar is at the top right. A table with one row is visible, showing 'APRIO DEMO CLIENT' as the company name, 'APRIO CLIENT' as the owner name, and '05/07/2026' as the date added. A red box highlights the edit icon (a square with a pencil) next to the company name. At the bottom, there are controls for 'Dense' view and 'Rows per page'.

Select the **+ Add Communication** button.

A screenshot of the 'APRIO DEMO CLIENT Details' page. The top navigation bar is dark brown with a globe icon and a user profile icon labeled 'A'. The left sidebar shows the 'Admin' section active. The main content area has a sub-header 'APRIO DEMO CLIENT Details' and a close button 'X'. Below the sub-header, there are several tabs: 'Company Info', 'Entities & Locations', 'Departments', 'Company Users', 'Employees', 'Downloads', 'Communications', 'Docs & Media', 'Onboarding', and 'Post Onboarding'. The 'Communications' tab is selected and underlined. The main content area is titled 'Communications'. At the bottom right, there is a red button labeled '+ Add Communication'.

How to create a communication



Complete the required fields, **Subject – English** and **Message – English**. The fields, **Subject – English** and **Message – English**, are optional. You can also add one attachment.

Add New Communication ×

Communication Information

Subject - English *

Message - English *

Subject - Spanish

Message - Spanish



Drop or Select Files

Drop files here or click to [browse](#) through your machine.

Once all information has been added, select **Add Communication** to create the new Communication.

Please note that edits cannot be made after it has been created. If changes are needed, deactivate the communication and repeat the steps to create a new one.

Cancel

Add Communication

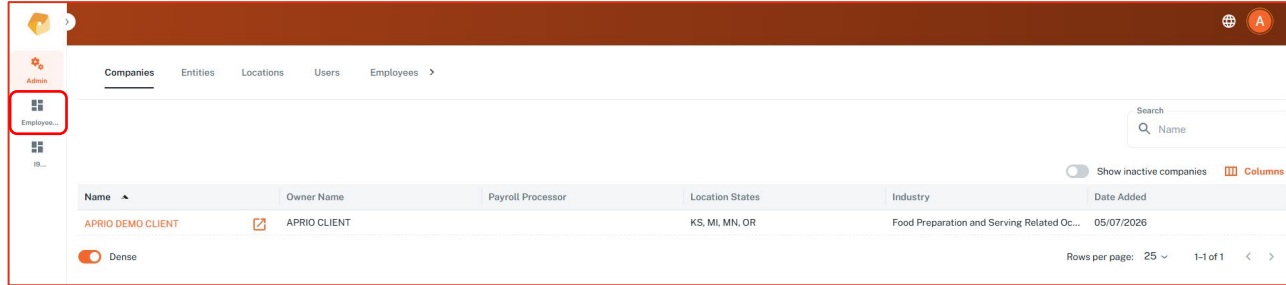


How to send communications to employees

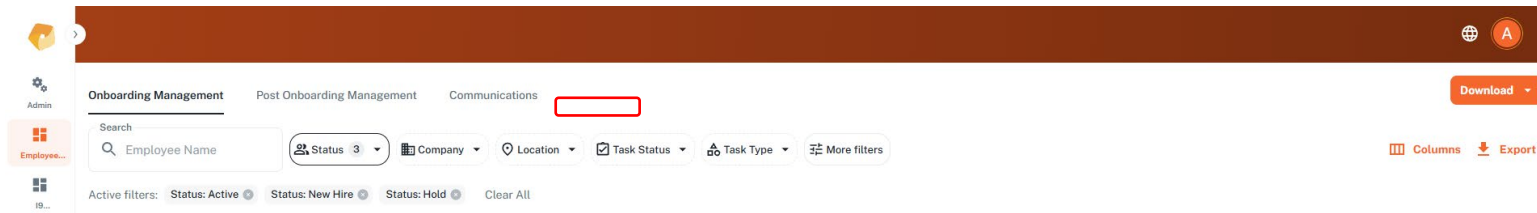
How to send communications to employees



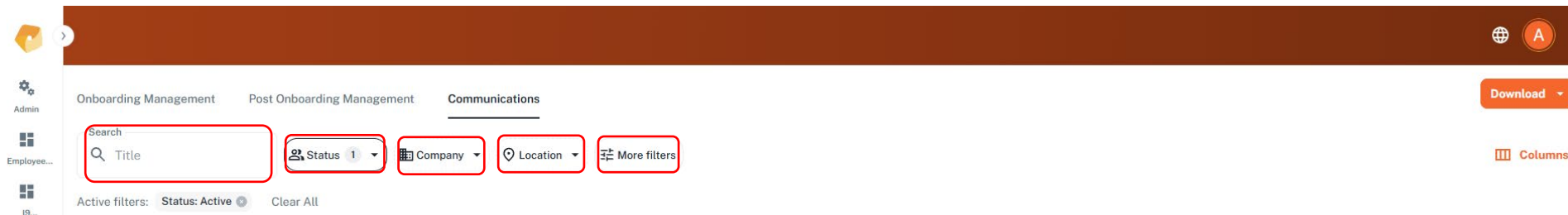
On the dashboard, choose the **Employee Management** option.



Select the **Communications** tab.



Select your Company name in the **Company** filter, then use any of the available filters, including **Title**, **Status**, **Location**, and **More filters**, to filter your results.



How to send communications to employees



Next, use the checkbox to select each employee you would like to include. If you have filtered your results or simply wish to select all employees listed, use the checkbox next to **Name**.

Onboarding Management Post Onboarding Management **Communications**

Search
Q Title

Status 1 Company 1 Location More filters

Active filters: Status: Active Company: APRIO DEMO CLIENT Clear All

☐	Name	Status	Location	Company	Onboarding Status	Date of Birth	Date of Hire	Date of Rehire	Total Communications	Last Communication At
☐	MILLER, JOHN	Active	MINNESOTA FLASH FRY 55155	APRIO DEMO CLIENT	Completed	12/31/1999	05/12/2026		0	
☐	WHITAKER, JANICE	Active	MINNESOTA FLASH FRY 55155	APRIO DEMO CLIENT	Completed	01/01/2000	05/08/2026		0	

Dense Rows per page: 25 1-2 of 2

Select the **Manage Communications** option.

Onboarding Management Post Onboarding Management **Communications**

Search
Q Title

Status 1 Company 1 Location More filters

Active filters: Status: Active Company: APRIO DEMO CLIENT Clear All

All employees selected Clear Selection

Manage Communications

How to send communications to employees



In the **Select Communication** dropdown menu, choose the Communication you would like to send to the selected employees.

Manage Communications

Add a communication to 2 selected employee(s).

Select Communication

Manage Communications

Add a communication to 2 selected employee(s).

Select Communication

Celebrating Our 5-Year Anniversary - Join Us!

Select the **Add Communication** option.

Cancel

Add Communication

The column **Last Communication At** will be updated to reflect the date the communication was last sent.

Onboarding Management

Post Onboarding Management

Communications

Search

Title

Status 1

Company 1

Location

More filters

Active filters:

Status: Active

Company: APRIO DEMO CLIENT

Clear All

All employees selected

Clear Selection

Manage Communications

	Name	Status	Location	Company	Onboarding Status	Date of Birth	Date of Hire	Date of Rehire	Total Communications	Last Communication At
	MILLER, JOHN	Active	MINNESOTA FLASH FRY 55155	APRIO DEMO CLIENT	Completed	12/31/1999	05/12/2026		1	05/16/2026
	WHITAKER, JANICE	Active	MINNESOTA FLASH FRY 55155	APRIO DEMO CLIENT	Completed	01/01/2000	05/08/2026		1	05/16/2026

Dense

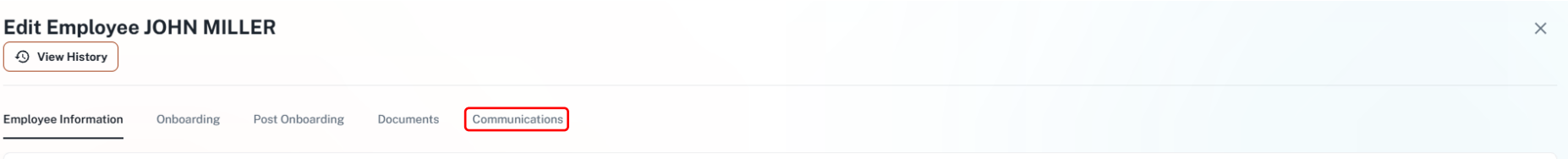
Rows per page: 25

1-2 of 2

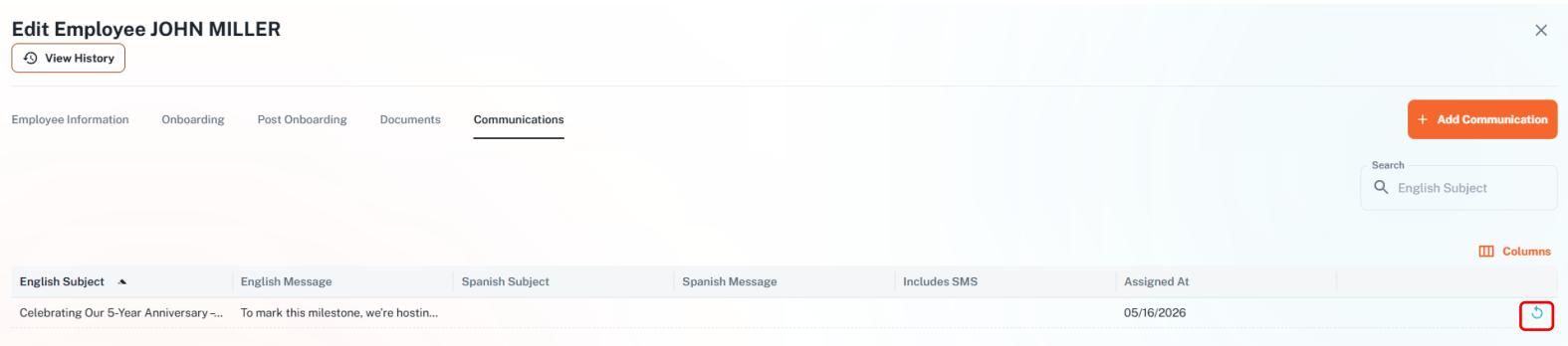
How to send communications to employees



To review the Communications sent to an individual employee, select their name to open their employee profile, then choose the **Communications tab**.



All Communications sent will be listed along with the details of each. To resend the communication, choose the **Re-notify** icon.



To send a new Communication to the employee, choose the **+ Add Communication option** and follow the steps listed on the previous page.

