# TriNet Mobile App Email Templates

**Customize any of the following emails to send to your team to promote use of the app.**

**Subject line: Action Requested**—**Download TriNet Mobile**

Hi colleagues,

As you probably know, [company name] works with TriNet to offer a variety of great benefits and process payroll for you, but I want to encourage you to take advantage of another valuable HR tool that’s available at no cost to you—TriNet Mobile. Through the mobile app, TriNet is continuously rolling out new features to help you access important HR information such as pay, benefits, PTO, in addition to the ability to claim discounts on popular products—plus more—from wherever you are. We understand that life doesn’t *just* happen during business hours. Whether you’re at the doctor’s office and need to share your benefit card or you’re at home and need to quickly request time off, TriNet Mobile makes it easy to handle HR tasks any time.

We hope you’ll download the app on the [App Store](file:///C%3A%5CUsers%5Cnkramer%5CDownloads%5Capps.apple.com%5Cus%5Capp%5Ctrinet-mobile%5Cid589217167) or [Google Play](https://play.google.com/store/apps/details?id=com.trinet.hrpmobile&hl=en_US&gl=US), or scan this QR code using your phone:



This technology may be new to you, but we’re confident you’ll see it’s value once you can easily access your HR information wherever you are, when you need it most. If you have any questions about TriNet Mobile, contact TriNet at 800-638-0461 or employees@trinet.com.

Hi colleagues,

It can be challenging navigating the ins and outs of your medical benefits. That's why I’m excited to tell you about a valuable tool that can assist you throughout the year with your benefit elections while you’re on the go—TriNet Mobile. TriNet’s mobile app let’s you:

* Share your benefits cards with your healthcare providers in two simple steps
* Review your Summary of Benefits Coverage document for your deductible, out-of-pocket limit, copayment costs and more
* If you're enrolled in an FSA, easily submit claims for reimbursement by entering your claim details and adding a picture of your receipt—you can also access your FSA transaction details and status
* View contact information for telemedicine providers and the employee assistance program which can help support you and your family address work or personal concerns at no additional cost

To take advantage of these features, download the app on the [App Store](https://apps.apple.com/us/app/trinet-mobile/id589217167) or [Google Play](https://play.google.com/store/apps/details?id=com.trinet.hrpmobile&hl=en_US&gl=US), or scan this QR code using your phone:



If you have any questions about TriNet Mobile reach out to TriNet at 800-638-0461 or employees@trinet.com.

Hi colleagues,

It didn’t take a pandemic for us to realize that the *[company name]* team is agile and can do great things—no matter where you work from. That’s why we’re excited to remind you that TriNet Mobile, an app for mobile devices, can give you quicker, easier access to important HR information from anywhere, anytime.

TriNet Mobile includes lots of features to help you access your HR info, but I think you might benefit the most from the ability to: *[include relevant bullets]*

* View benefits coverage information for medical, life, disability, flexible spending and telehealth for you and your covered family members
* Share your benefits cards with your healthcare providers in two simple steps—*a feature that’s only available with the app and not on the TriNet platform!*
* Submit flexible spending account claims for reimbursement (if enrolled in a TriNet-sponsored FSA)
* Request time off and view your available leave balance; managers can approve time off just as easily
* Check information related to your pay including earnings, pay history and breakdown of taxes
* Compare paychecks to see changes from your last pay period
* Take advantage of offers in TriNet Marketplace for discounts on electronics, fitness programs, groceries and more

If you haven’t already, we encourage you to download the app on the [App Store](https://apps.apple.com/us/app/trinet-mobile/id589217167) or [Google Play](https://play.google.com/store/apps/details?id=com.trinet.hrpmobile&hl=en_US&gl=US), or scan this QR code using your phone:

 

This technology may be new to you, but I’m confident you’ll appreciate accessing your HR information from anywhere when you need it most. If you have any questions about TriNet Mobile, just reach out to TriNet at 800-638-0461 or employees@trinet.com.