

Set a top-up reminder for your employees

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Load Order Settings

To proceed with your load order please select the wallet:

1. Click on the button corresponding to the desired wallet below
2. Follow the instructions on the next page

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Order sport and culture benefit | Order lunch benefit

1. Log into Ticket On-the-Web -tool and choose Employee orders.
2. Choose Top-up – MyEdenred.
3. Choose Settings.
4. If you have both lunch and Virike (sport and culture) benefit, choose which benefit you want to set the reminder to.
5. Cross the box “Send reminder on the” and select a day on which the cardholder will receive a load reminder message. You can set a reminder message, for example, on the 14th day of each month. The message will then be sent to those who have not made a load request and you still have time to accept them (when ordering, please note that the invoice has 7 days until the due date. Please also note the transition period for invoice processing and payments).
6. Write a custom reminder message and it will be added to Edenred's message template and will be sent to employees on your chosen day. The message will also appear on MyEdenred top-up request page.

NOTE! Please write something to this field, even if the reminder message is not sent. This will ensure that all the settings are saved.

Load amount settings

Recommended load amounts Show less * ?

Use fixed load amount

Use daily load amounts

Load day and sending of load reminder

Load day of the month

Send reminder on the day of the month

Repeating action settings

Send the beneficiary's load automatically to Edenred without confirmation

Send the beneficiary's load to the contact person for confirmation

Do not allow repeating action to be used

Custom message to beneficiaries

Write the message here|

Send the custom message to all beneficiaries when saving

Save settings

! The reminder will be sent only to those beneficiaries who still haven't made the top-up request and to those who haven't turned on their repeating top-up request.

Top-up reminder

► Tips on what to write on your top-up reminder:

- The deadline for the top-up request
- Contacts for additional information
- If you have the lunch benefit you can share information about Tax Administration's payment limits etc
- It's good to be clear on what kind of benefit your company has in use and how it's charged from the employee
- Example texts:

You can choose to load 25 %, 50 %, 75 % or 100 % of your lunch benefit's monthly maximum value (working days 11,30 €). The deductible of 75 % will be deducted from your monthly salary.*

Remember to make your top-up request by the 13th day of each month so your benefit value will be loaded to your account on the 1st day of each month.

Please note, that you can turn on the repeating top-up request from the to-up page, so you won't have to remember to do the request every month.

*For additional information, ask FirstName LastName
firstname.lastname@company.com*

► Your message will also appear in MyEdenred's top-up page

► On the right, you can see the lunch benefit's message template, where your written message will be added to.

Dear (%FirstName%) (%LastName%)

Your employer (%CompanyName%) wants to remind you to make the lunch benefit top-up request for next month.

NB! If you have already turned on the request repeat in MyEdenred, you don't need to act on this message.

By using Edenred's employee benefits you will save money on every transaction and you will also support Finnish entrepreneurs. You can use your Edenred benefit in over 15 000 places all around Finland.

Message from your employer:

(%CompanyCustomText%)

How do you upload balance to your account?

Make a new top-up request in MyEdenred. If you still don't have MyEdenred, download the MyEdenred Finland mobile application. More information on how to get started on www.edenred.fi/en/beneficiary/welcome.

From MyEdenred top-up page you can turn on the handy request repeat and you won't have to worry about requesting the top-up every month.

In MyEdenred you can also check your balance, transactions, pay with mobile payment (Edenred Pay) and search for places to use your benefit at.

You can also use MyEdenred in www.myedenred.fi

Additional information about lunch benefit, Edenred's network, offers and payment methods (e.g. Apple Pay and Google Pay) can be found from www.edenred.fi/en/beneficiary.

Best Regards,

Edenred Finland Oy

www.edenred.fi

