

Email Template

Introduce Extend to your team

Be sure to check the formatting once you copy and paste the text below into an email. Customize the message to best meet your company's needs.

Subject line: New payment process: Follow these onboarding steps

Hi team,

We're excited to let you know about a new payment process we've implemented company-wide with **[insert your bank/card issuer here]** and [Extend](#).

Extend is a spend management platform that will allow us to create, send, and manage secure virtual credit cards for business payments and, in turn, simplify expense processes.

Now with Extend, anytime you need to make a payment for a business expense, you can request a virtual credit card using the Extend app.

Here's how it works:

1. You will soon receive an email to join our company account in Extend.
2. Accept the invitation, sign up with Extend, and [download the Extend app](#) (you can also sign up at www.paywithextend.com).
3. Request a virtual card in the Extend app the next time you need to pay for a business expense. Be sure to attach an invoice or add a note about the intended purchase.
4. You will instantly receive your virtual card in Extend once your request is approved. The virtual card has a unique card number and spending limit.
5. Remember to attach your receipts after you make a transaction using your virtual card.
6. If you need to send your own virtual cards, please request a budget in Extend. Once approved, you can create and send virtual cards within the set budget limit.

If you are a physical cardholder, you may also [register your company card](#) so that you can provide virtual cards to your team, vendors, and for recurring subscriptions.

Be sure to create your Extend account and join the organization by **[insert deadline]**. In the meantime, if you have any questions, please reach out.

[Name/Signature]