



QRC – Custom Email Banner

MARKETING SUITE KNOWLEDGE GUIDES ON EMAIL:

- [Edit Email Design](#)
- [Updating Your Email Signature](#)
- [How to Add Your CA License Number to Your Email Signature](#)

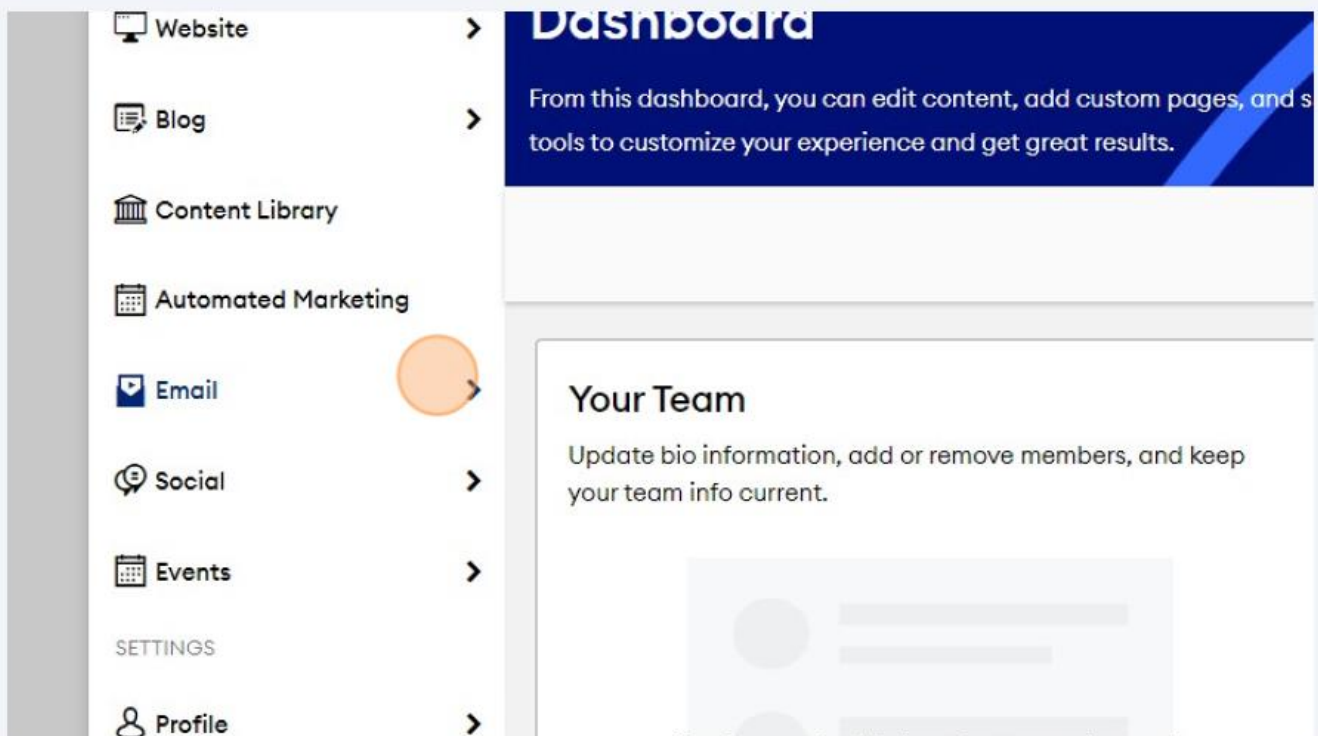
1

Login to Equitable Advisors Marketing Suite.

Navigate to the Advisor Portal, click on 'Tools' then 'Equitable Advisors Marketing Suite'

2

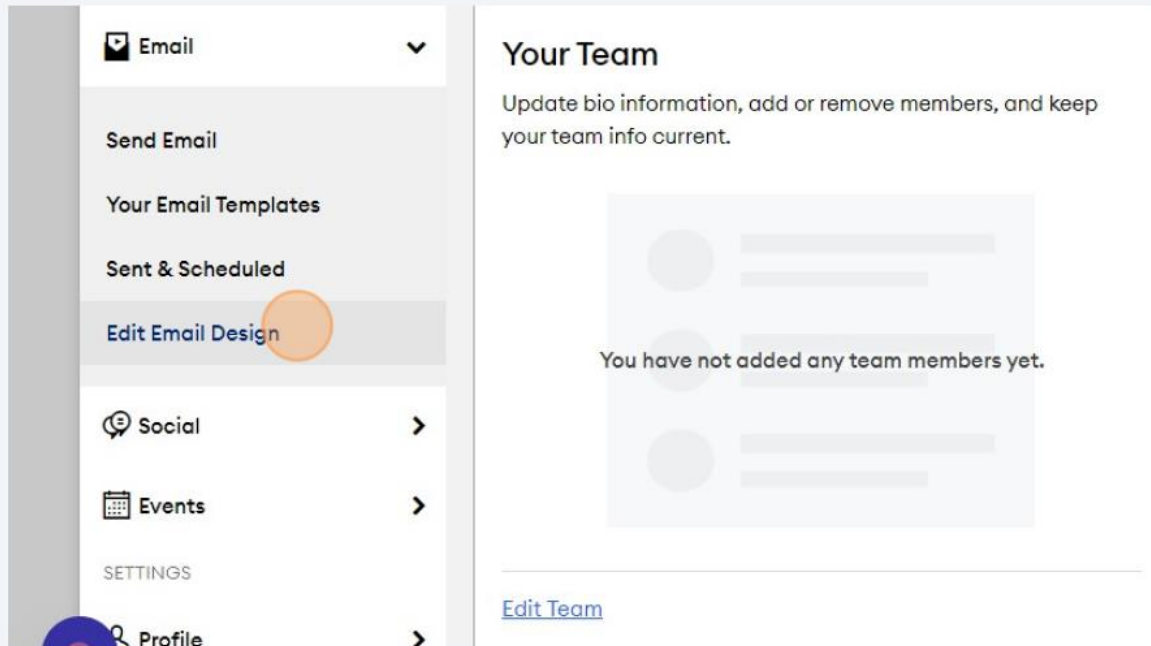
Once in platform, Click on the "Email" tab.



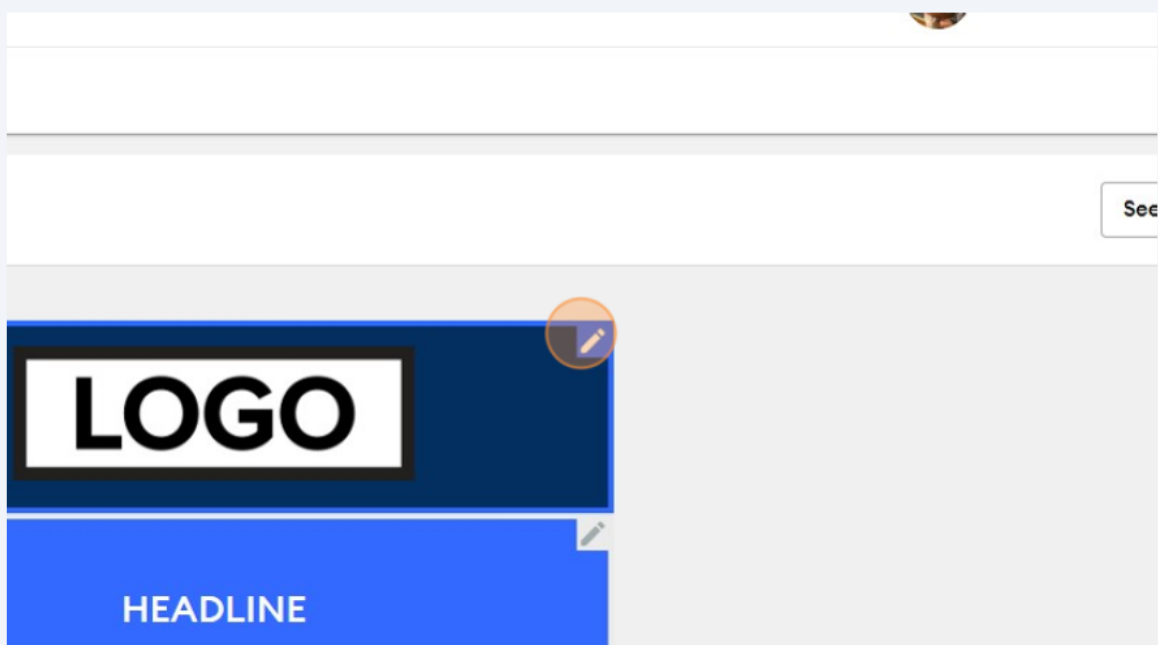


Adding a Custom Email Banner

3 Then click "Edit Email Design"



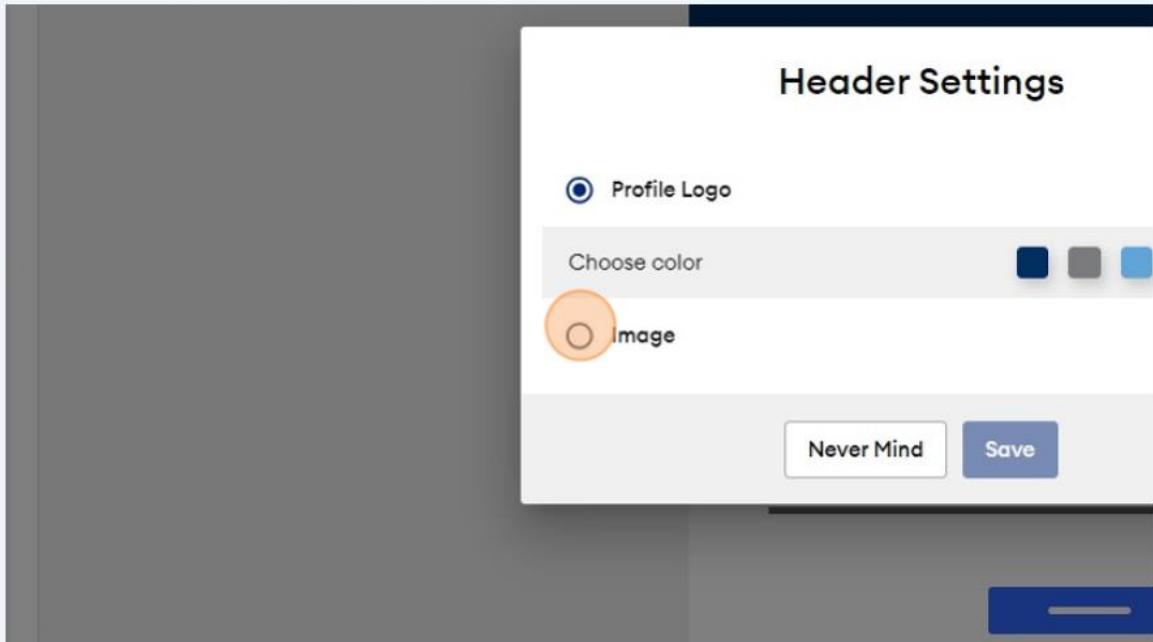
4 Mouse over the logo area and click on the pencil icon.



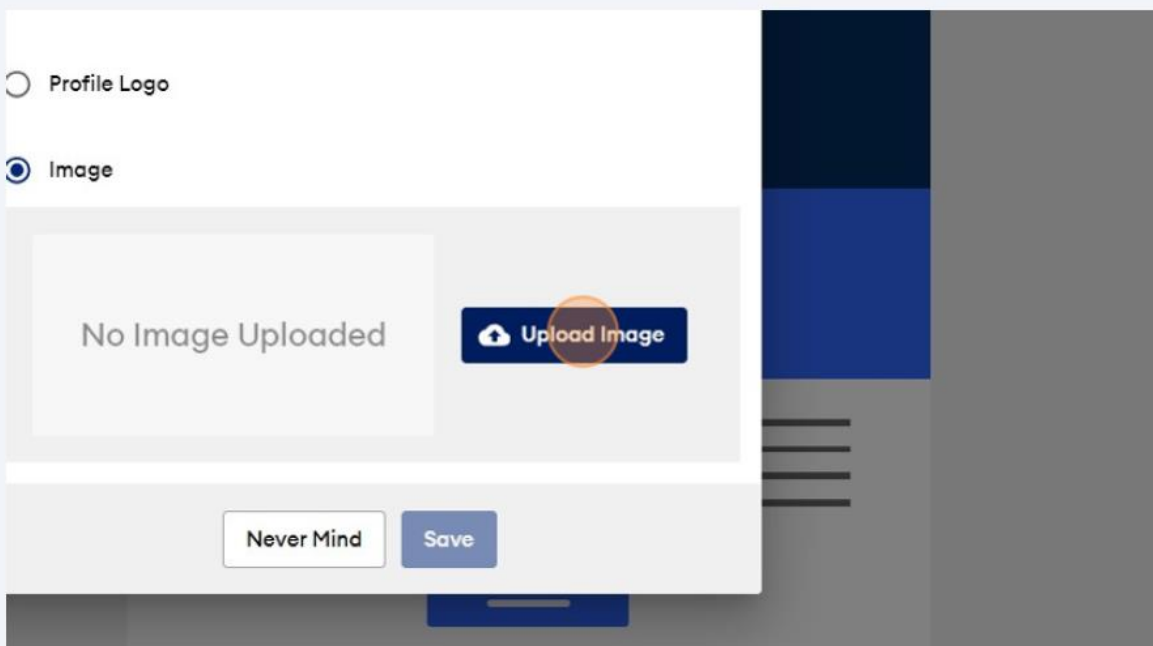


Adding a Custom Email Banner Cont.

5 Click the "Image" selection option.



6 Click "Upload Image"

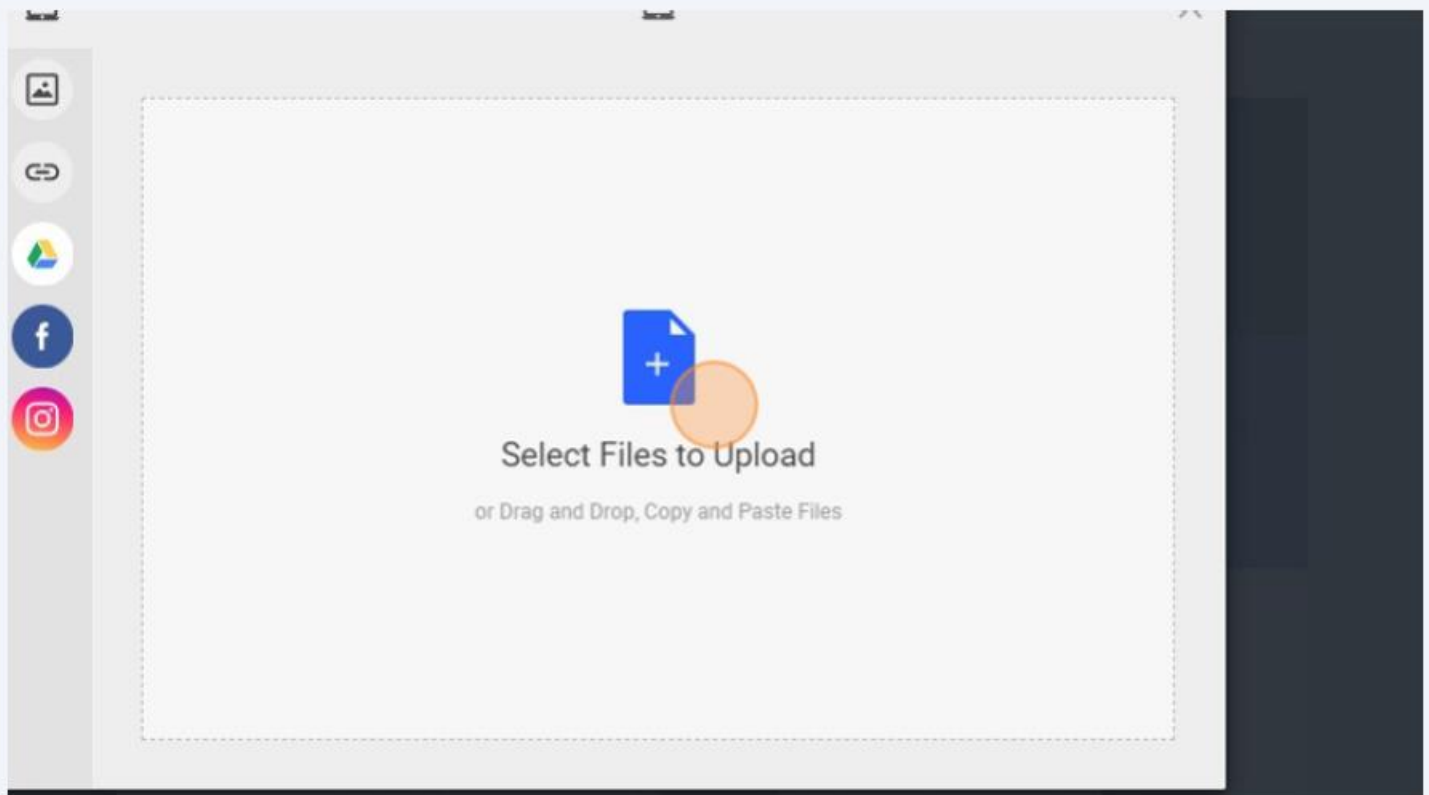




Adding a Custom Email Banner Cont.

7

When window loads, click on Select Files to Upload.



8

Select the image of your choice.
Ideal image specifications are 600px W by 200px H

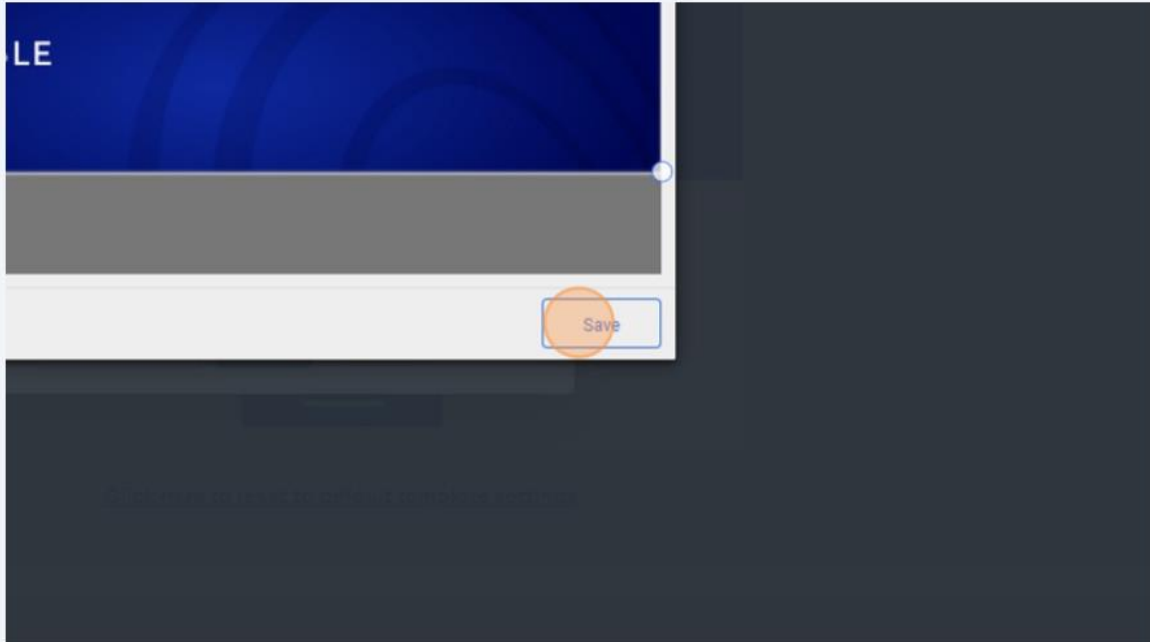
Note: Approved Equitable Advisors email banners are available in the 'Downloadables' section of the Marketing Suite Content Library.



Adding a Custom Email Banner Cont.

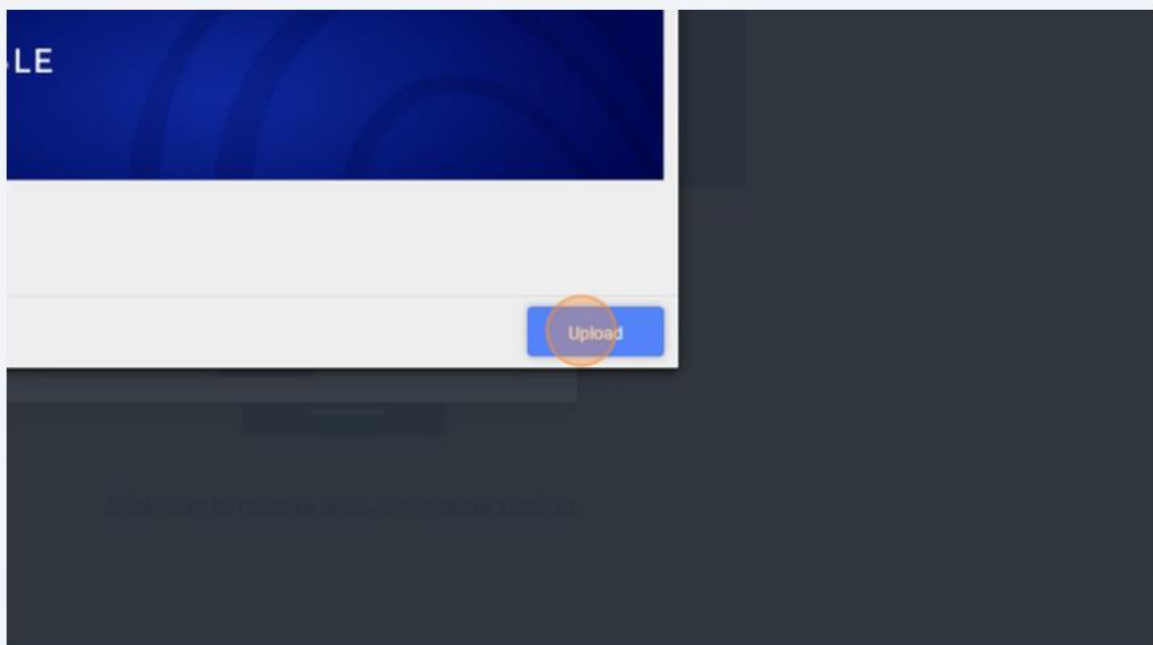
9

Click "Save"



10

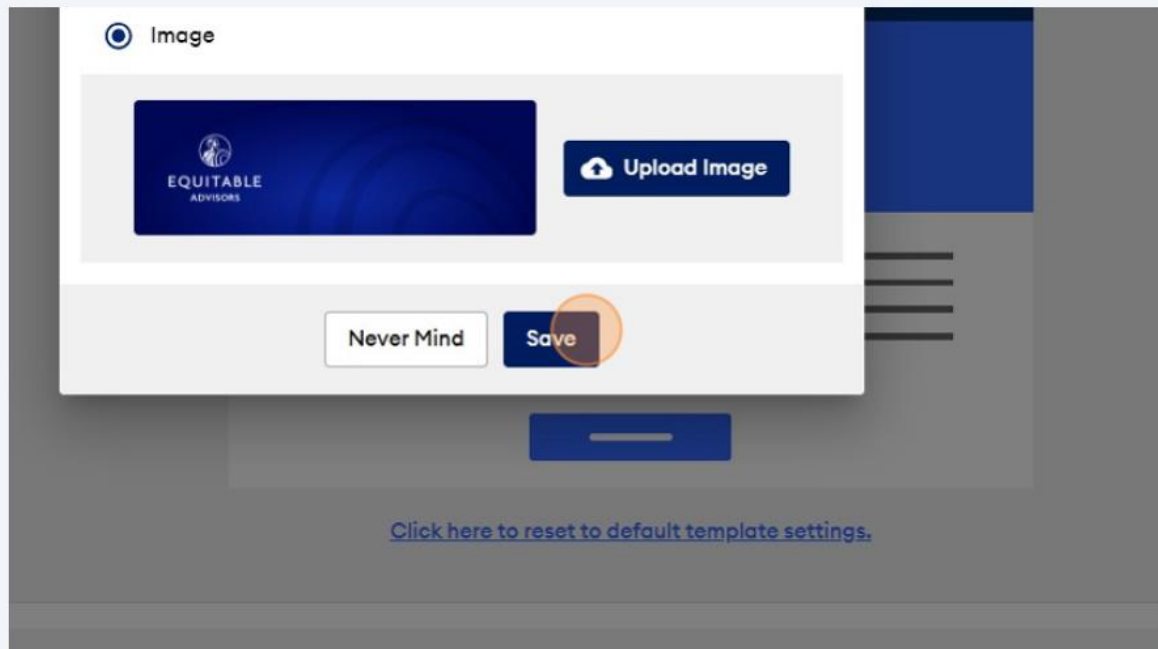
Then click "Upload"



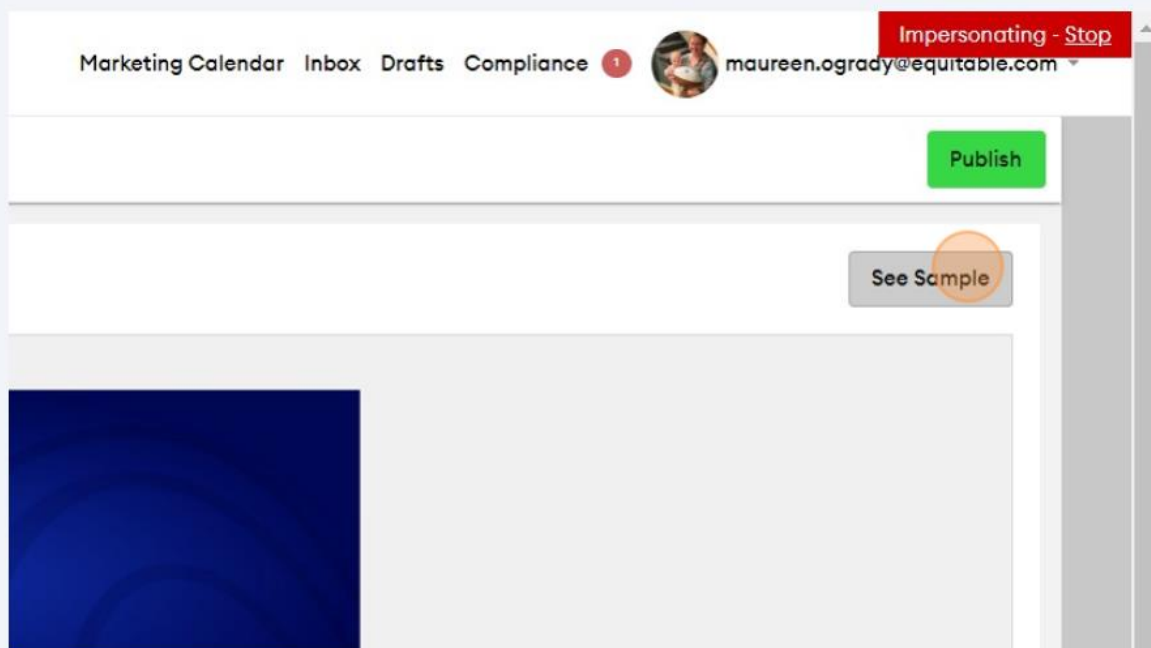


Adding a Custom Email Banner Cont.

- 11 Once back in the design editing window, click "Save" again.



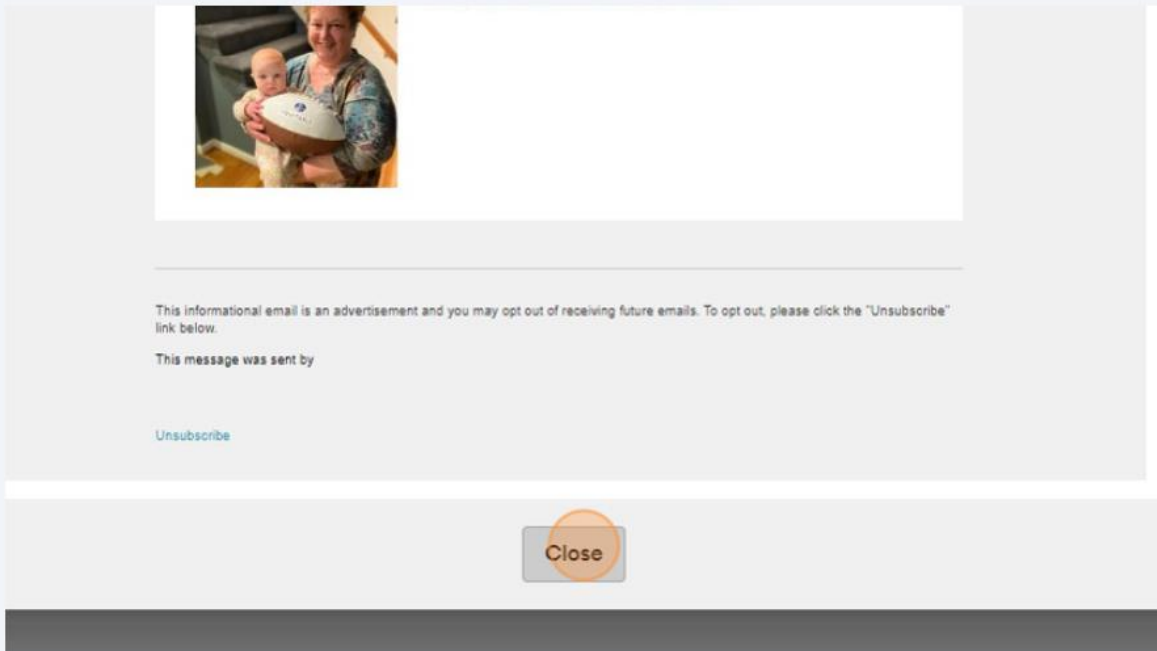
- 12 Finally, click "See Sample" to review your new banner image within your email design template.





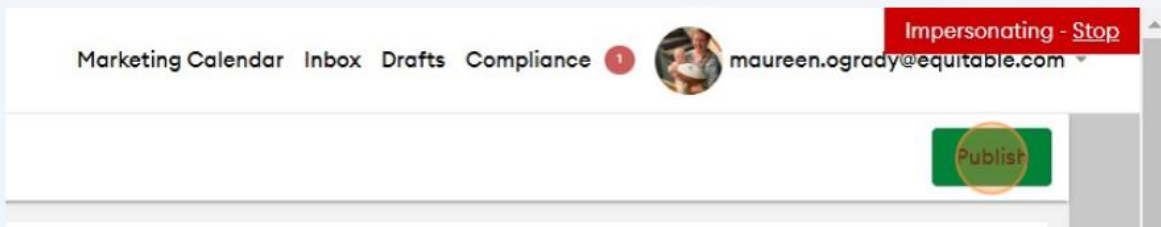
Adding a Custom Email Banner Cont.

- 13** When done reviewing, click "Close" at the bottom of the preview window.



- 14** Once happy with your email banner design. Click the green "Publish" button.

This will save the email banner within your email design template and notify compliance of your changes.



- 15** Once compliance has approved your banner, your new email design template will automatically be applied to any emails you send through the Marketing Suite platform.