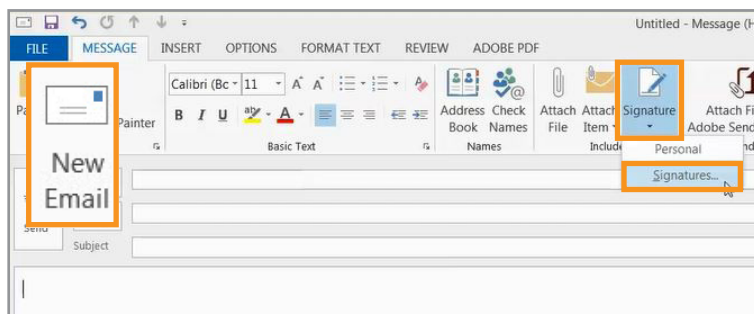
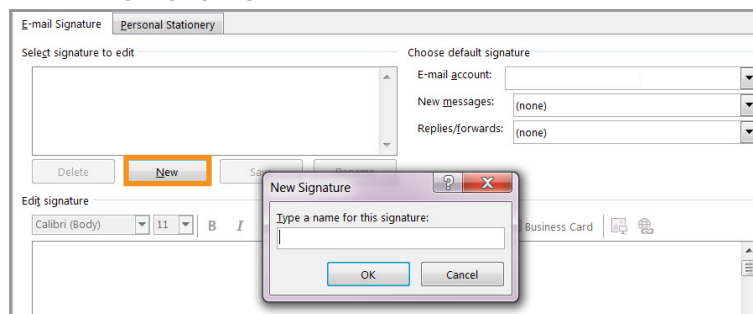


How to Create an Email Signature

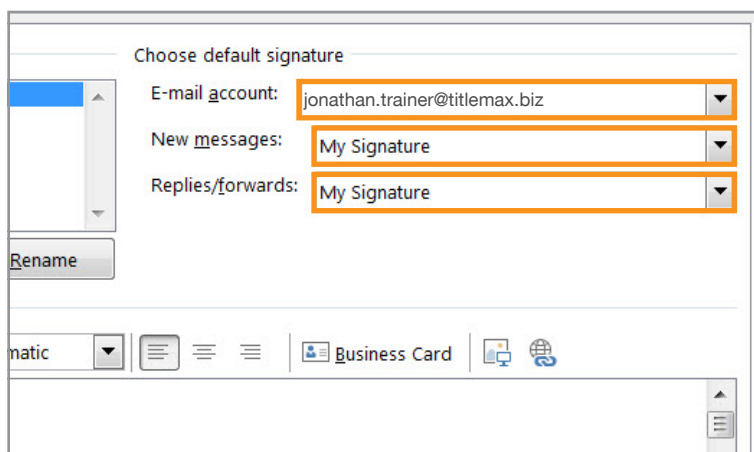
- 1** In **Outlook**, click **New Email**, followed by **Signature**, and **Signatures** in the dropdown.



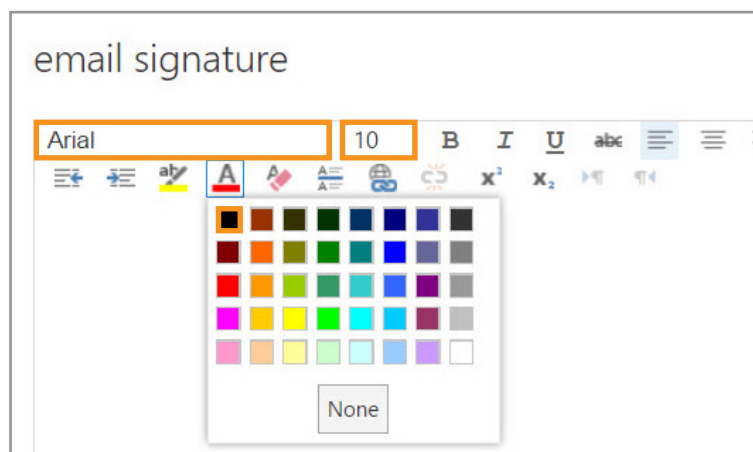
- 2** Under **Select signature to edit**, click **New**, and in the pop-up type a **name** for the signature. Then click **OK**.



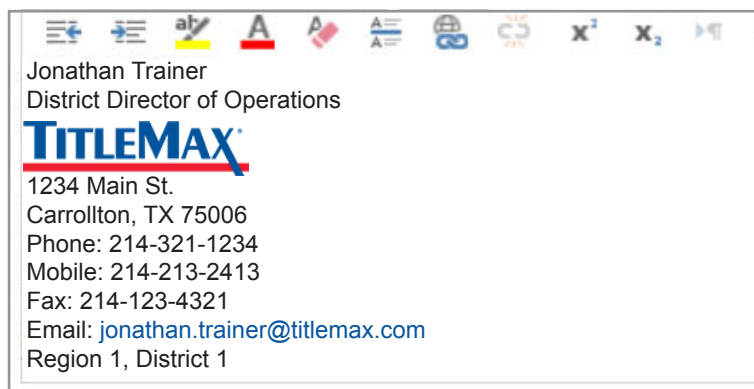
- 3** Under **E-mail account**, select **your email**. Under **New messages** and **Replies/forwards**, select your new signature.



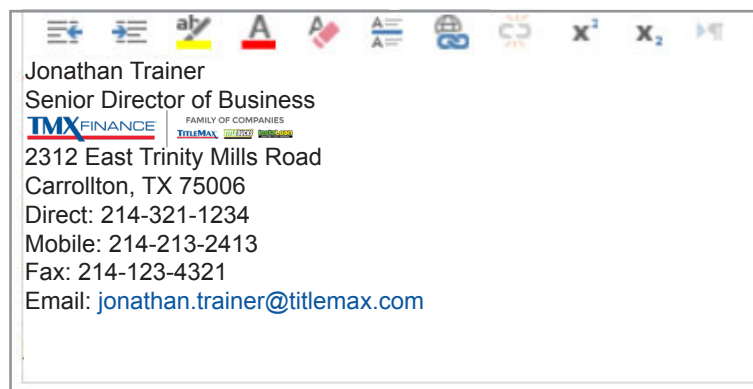
- 4** Select **Arial**, size **10**, and font color **Black**. **DO NOT** select Bold, Italic, Underline, or other colors or fonts.



- 5a** **RVPs/DDOs** enter the following:
1) Name **2)** Title **3)** Store Logo **4)** Home Store Street Address **5)** Home Store Phone
6) Mobile **7)** Fax **8)** Email **9)** RVPs include Region, DDOs include Region and District.



- 5b** **Corporate employees** enter the following:
1) Name **2)** Title **3)** TMX Finance Family Logo **4)** Office Street Address (on page 2)
5) Direct **6)** Mobile (optional) **7)** Fax
8) Email



Additional Info and Best Practices

- Prior to making a signature, Corporate employees need to **DOWNLOAD** the **TMX FINANCE FAMILY OF COMPANIES** logo by clicking **LEARN MORE** at branding.tmxfinancefamily.com.
- Only **ONE SIGNATURE** per person may be used.
- **NO NICKNAMES** should be used in your signature. Use **ONLY APPROVED TITLES** that have been assigned to you.
- The **CONFIDENTIALITY NOTICE** at the bottom of emails will automatically attach to any email that goes outside of the Company. There is no need to add it.
- **DO NOT** include additional information (slogans, messages, goals, quotes, verses, graphics, etc.).
- Corporate employees must use the appropriate office address:

2312 East Trinity Mills Road
Carrollton, TX 75006

15 Bull Street Suite 200
Savannah, GA 31401

- Members from the Recruiting Department have the option of including the following logos linking to the TMX Finance Family of Companies Facebook, LinkedIn, Twitter, Google+, Glassdoor, Indeed, Careers site, and Talent Network.



JOIN OUR TALENT NETWORK

- Members from the Legal and Compliance Departments have the option of including the following:

PRIVILEGED AND CONFIDENTIAL: This e-mail and any attachments here to are intended only for use by the addressee(s) named herein and may contain privileged and/or confidential information. If you have received this e-mail in error, please notify me immediately by a return e-mail and delete this e-mail. You are hereby notified that any dissemination, distribution or copying of this e-mail and/or any attachments there to, is strictly prohibited.

- RVPs and DDOs, all Outlook **PROFILE PICTURES** must be of the store logo. No personal photos may be used. This applies to both individual and store emails.
- RVPs and DDOs with stores including more than one brand must use the **TMX FINANCE FAMILY OF COMPANIES** logo pictured below and available to download at branding.tmxfinancefamily.com.



FAMILY OF COMPANIES



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