**1) Scenario**: This E-Mail goes to Reviewer when request submitted by the requestor for review. Reviewer can approve or reject the request based on eligible criteria that requestor belongs to.

**Email Subject:** Mobile Device Enrollment: (Action required) Request submitted by REQUESTOR for approval

**Email Body:**

Dear REVIEWER,

A new request to enroll a mobile device in the Gilead BYOD program has been submitted. You have been identified as an approver for this request. Please review and respond to the request using the link below:

Click here to review request

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

2) **Scenario**: This E-Mail goes to Requestor when request has been submitted for review.

To: BENIFICIERYMAIL

CC:

**Email Subject**: Mobile Device Enrollment: Request submitted for approval

**Email Body:**

Dear REQUESTOR,

Your request to enroll your mobile device has been submitted successfully for approval to REVIEWER. You will receive an update email once your request has been reviewed. Please note: you will not be able to setup your device until your enrollment into the program has been approved.

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

3) **Use case:** This E-Mail goes to Beneficiary when request rejected by line Manager

To: BENEFICIARYMAIL.

CC:

**Email Subject**: Mobile Device Enrollment: Request rejected

​**Email body:**

Dear BENEFICIARY,

Your mobile device enrollment request has been rejected. Please reach out to your line manager in case of any questions.

Comments: COMMENTS

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**6) Scenario:** This email goes to beneficiary, when power user/ESRA Admin user make a request behalf of the beneficiary.

To: BENEFICIARYMAIL

CC:

**Email Subject**: Mobile Device Enrollment: Action required to receive stipend

**Email Body:**

Dear BENEFICIARY,

You have been pre-approved for a mobile stipend. Please click here to accept the terms and conditions on the stipend portal to complete your approval.

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**7) Scenario:** This email goes to requestor when they have updated the request and submitted the review.

To: BENEFICIARYMAIL

CC:

**Email Subject:** Mobile Device Enrollment: Updated request submitted for approval

**Email body**

Dear REQUESTOR,  
Your mobile device enrollment request has been updated and submitted successfully for approval to REVIEWER. You will receive an update email once the Reviewer responds to the request.

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**8) Scenario:** This email goes to reviewer for review, when requestor updated the request and submitted it.

To: REVIEWERMAIL

CC:

**Email Subject:** Mobile Device Enrollment: (Action required) An updated request submitted for approval

**Email Body:**

Dear REVIEWER,  
An updated mobile device enrollment request has been submitted where you are identified as reviewer. Please review and respond to the request using the link below:

Click here to review request  
  
Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**9) Scenario:** This email goes to reviewer when requestor/beneficiary cancel the submitted request.

To: REVIEWERMAIL

CC:

**Email Subject**: Mobile Device Enrollment: Request cancelled

**Email Body:**

Dear REVIEWER,

A mobile device enrollment request made by BENEFICIARY has now been cancelled. No further action is required from your end.

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**12) Scenario:** This email goes to power user group regarding the monthly payroll report for US

**Email Subject:** ADP Export – US – Mobile Stipend Summary

**Email Body:**

Dear Payroll Team,

Please find attached the report for MONTHYEAR from the Mobile Enrollment and Stipend Request portal.

This is an informational message **ONLY**, please do not reply. If you require further information, please contact the IT Service Desk.  
  
Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

13) Scenario: This email goes to GileadESRA power user group regarding the monthly payroll report failure.

From: Mobile Enrollment and Stipend Request Portal (DEV) <no-reply@sharepointonline.com>

**Email subject:** Employee Stipend Program: \*\*Urgent\*\* Payroll report failure

**Email Body:**

​\*\* Urgent: Payroll job failure \*\*

Hello,  
There has been a failure in generating and emailing the payroll report within the Mobile Enrollment and Stipend Request portal. Please see the error details below and contact IT support.  
  
ERRORDETAILS  
  
Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**14) Scenario:** This E-mail goes to Beneficiary when request is approved and beneficiary is added to AD (active directory) group successfully.

**Email subject:** Mobile Device Enrollment: You have been approved!

**Email Body:**

*Dear BENEFICIARY*,

*Your mobile device enrollment request on the Mobile Device Enrollment Platform has now been approved. Please****view the attached documents****to enroll your mobile device or visit the links below:*

***Installation Guides:***

*INSTRUCTIONSURLFORANDROID*

*INSTRUCTIONSURLFORIOS*

***Quick Reference Enrollment steps:***

*To continue enrollment of your device into Gilead MDM using Intune Company Portal App:*

1. *Remove****Lookout for work****and****all the Microsoft Apps****from your mobile device (they will be re-installed during following steps)*
2. ***Install the Intune Company Portal App****from the Apple App Store or Google Play store*
3. *Sign into the Intune Company Portal app using your Gilead Credentials*
4. *Follow the guided steps to enroll your device into Gilead MDM (Intune)*

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**16) Scenario:** This E-mail goes to beneficiary, when he/s removed from AD users group.

**Email subject:** Mobile Device Enrollment: Enrollment cancelled

**Email Body:**

Dear BENEFICIARY,  
Your mobile device enrollment on the Employee Stipend Program portal has now been removed.

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**8) Scenario:**

* This email goes to beneficiary as a final reminder (3rd reminder) for re-enrollment of the request.
* There will be 3 reminders that are set to send to beneficiary for re-enrolling the device/request.
* For every 24 months (2 years) beneficiary need to re-enroll the device/request.
* If beneficiary is not responding to this email by re-enrolling the request, request will be expired, and beneficiary will not get any stipend for further.

**Email subject:** Mobile Device Enrollment: Final REMINDER Action required to re-enroll your mobile device

**Email Body:**

Dear BENEFICIARY,

Your device STIPEND request on ESRA Portal is going to expire on EXPIRATIONDATE. Please click on the link below and accept the terms and conditions on the ESRA portal to re-enroll your mobile device.  
FTETEXT  
REENROLLURL <<Click here to Re-enroll>>  
  
Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

19) Scenario: This e-mail goes to beneficiary when re-enrollment request has got rejected

**Email subject:** Mobile Device Enrollment: Re-enrollment request rejected

**Email Body:**

Dear BENEFICIARY,

Your request to re-enroll your mobile device on the Mobile Device Enrollment Platform has been rejected. Please reach out to your line manager in case of any questions.

Comments: COMMENTS

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

21) Scenario: This e-mail goes to beneficiary when re-enrollment request been submitted for review.

**Email Subject**: Mobile Device Enrollment: Re-enrollment request submitted for approval

**Email Body:**

Dear REQUESTOR,

Your request to re-enroll your mobile device has been submitted successfully for approval to REVIEWER. You will receive an update email once your request has been reviewed

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

22) Scenario: This e-mail goes to reviewer when re-enrollment request has been submitted by the requestor for review.

**Email Subject:** Mobile Device Enrollment: (Action required) Re-Enrollment request submitted by REQUESTOR for approval

**Email Body:**

Dear REVIEWER,

A new request to re-enroll a mobile device in the Gilead BYOD program has been submitted. You have been identified as an approver for this request. Please review and respond to the request using the link below:

Click here to review request

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

23) Scenario: This e-mail goes to reviewer when he/s been notified as a reviewer for new requestor.

To: REVIEWERMAIL

CC:

**Email Subject:** Mobile Device Enrollment: (Action required) Request from REQUESTOR have been assigned for approval

**Email Body:**

​\*\* Please do not reply to this email \*\*

Dear REVIEWER,  
You have been identified as an approver for request to enroll a mobile device. Please review and respond to the request using the link below:  
  
Click here to review request

   
Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**24) Scenario:** This E-mail goes to Beneficiary, when there is a change in line manager for his/her request review.

To: BENEFICIARYMAIL

CC:

**Email Subject**: Mobile Device Enrollment: Your request has been assigned to a new Reviewer

**Email Body:**

Dear BENEFICIARY,  
This is to notify, your request to enroll your mobile device have been assigned to a new reviewer REVIEWER for approval. You will receive an update email once your reviewer has responded to your request.  
  
Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**25) Scenario:** This E-mail goes to reviewer (line manager) when power user/ESRA admin has approved the request

To: REVIEWERMAIL

CC:

**Email Subject:** Mobile Device Enrollment: Enrollment Approved

**Email Body:**

Dear REVIEWER,

A new request to enroll a mobile device has been submitted by BENEFICIARY. This has been approved by POWERUSER and no further action is required on this request.

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**26) Scenario:** This E-mail goes to reviewer (line manager) when power user/ESRA admin has rejected the request

To: REVIEWERMAIL

CC:

**Email Subject:** Mobile Device Enrollment: Enrollment Rejected by a Power User

**Email Body:**

Dear REVIEWER,

Mobile device enrollment request by BENEFICIARY has been rejected by POWERUSER no further action is required on this request.

Comments: COMMENTS

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*

**27) Scenario:** This E-mail goes to Beneficiary when power user/ESRA admin has rejected the request.

To: REVIEWERMAIL

CC:

**Email Subject:** Mobile Device Enrollment: Enrollment Rejected by a Power User

**Email Body:**

Dear BENEFICIARY,

Your mobile device enrollment request has been rejected by POWERUSER. Please reach out to your line manager for any questions.

Comments: COMMENTS

Thank you,

Mobile Device Enrollment Notifications

[U.S. BYOD Website](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-Mobile%20Device%20Program.aspx) | [FAQs](https://gileadconnect.sharepoint.com/sites/MWPT/SitePages/Product%20-%20Mobile%20Device%20Program%20-%20FAQ.aspx)

\*\* Please do not reply to this email \*\*