

Initial Client Setup Instructions

Dear [Client's Name],

We are excited to welcome you to [Your Company Name]! To ensure a smooth setup process, please follow the instructions below:

Step 1: Account Creation

Visit our website and click on the "Sign Up" button. Fill in your details and create a secure password.

Step 2: Verification

Please check your email for a verification link. Click on the link to activate your account.

Step 3: Profile Setup

Log in to your account and complete your profile by providing the required information.

Step 4: Payment Information

Navigate to the "Billing" section and enter your payment details to activate your subscription.

If you have any questions or need assistance during the setup process, please do not hesitate to reach out to our support team at [Support Email] or call us at [Support Phone Number].

Thank you for choosing [Your Company Name]. We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]