

Welcome to Our Self-Service Portal!

Dear [New User's Name],

We are excited to welcome you to our Self-Service Portal. Below are the instructions to help you get started:

Step 1: Access the Portal

Visit our self-service portal at <https://example.com>.

Step 2: Create Your Account

Click on "Sign Up" and fill in the required details.

Step 3: Verify Your Email

Check your inbox for a verification email. Click on the link provided to verify your account.

Step 4: Log In

Once verified, return to the portal and log in using your credentials.

Step 5: Explore Resources

Take some time to explore the portal. You will find a variety of resources and tools available to assist you.

Support

If you have any questions, please do not hesitate to reach out to our support team at support@example.com.

Welcome aboard!

Sincerely,

[Your Company's Name]