

# Step-by-Step Instructions for Using the Self-Service Portal

Dear User,

Welcome to our Self-Service Portal! Please follow the steps below to navigate through the portal effectively:

## Step 1: Access the Portal

Open your web browser and visit <http://www.example.com>.

## Step 2: Log In

Enter your username and password in the designated fields, then click on the "Login" button.

## Step 3: Navigate to Services

Once logged in, click on the "Services" tab on the main menu to view available options.

## Step 4: Submit a Request

Select the service you need assistance with and fill out the request form. Ensure all required fields are completed.

## Step 5: Track Your Request

To track your request, navigate back to the dashboard and click on "My Requests." Here you can see the status of all your inquiries.

## Step 6: Log Out

After completing your tasks, remember to log out by clicking on your profile icon and selecting "Logout."

If you encounter any issues, please contact our support team.

Thank you for using our Self-Service Portal!

Sincerely,  
Your Support Team