

# Instructions for Accessing the Online Portal

Dear [Recipient's Name],

We are pleased to provide you with the instructions to access our online portal. Please follow the steps below:

1. Visit our website at [www.example.com](http://www.example.com).
2. Click on the "Login" button located at the top right corner of the homepage.
3. Enter your username: **[Your Username]**
4. Enter your password: **[Your Password]**
5. Click on the "Submit" button to access your account.

If you encounter any issues, please contact our support team at [support@example.com](mailto:support@example.com).

Thank you for your attention!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]