

Welcome to Our Online Portal

Dear User,

Thank you for choosing to sign up for our online portal. Below are the directions to guide you through the sign-up process:

Step-by-Step Sign-Up Directions:

1. Visit our website at www.example.com.
2. Click on the "Sign Up" button located at the top right corner of the homepage.
3. Fill in the required personal information such as your name, email address, and phone number.
4. Create a secure password and confirm it by re-entering.
5. Review our terms and conditions, then check the box to agree.
6. Click the "Submit" button to complete your registration.
7. Check your email for a verification link and follow the instructions to activate your account.

If you encounter any issues or have questions, please contact our support team at support@example.com.

Welcome aboard!

Best regards,
The Online Portal Team