

Steps to Register on the Online Portal

Dear [Recipient's Name],

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

1. Visit our official website at [Website URL].
2. Click on the "Register" button located in the top right corner of the homepage.
3. Fill in the required fields including your name, email address, and password.
4. Verify your email address by clicking on the link sent to your inbox.
5. Log in using your newly created credentials.
6. Complete your profile by adding additional information as prompted.

If you have any questions or need further assistance, do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company]