

# Web Portal Access Procedure

Dear [Client's Name],

We are pleased to provide you with access to our web portal, where you can manage your services and access important information.

## Access Steps

1. Visit our website: [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 and the temporary password provided: **[Temporary Password]**
4. Upon first login, you will be prompted to change your password to ensure security.
5. After successfully changing your password, you can access your account and explore the available features.

## Need Assistance?

If you encounter any issues or have questions regarding the access procedure, please feel free to contact our support team at [support@example.com](mailto:support@example.com) or call us at [Support Phone Number].

Thank you for choosing our services. We look forward to assisting you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]