

Account Setup Guidelines for Stakeholders

Dear [Stakeholder's Name],

We are pleased to inform you that an account has been created for you on our web portal. To ensure a smooth setup process, please follow the guidelines outlined below:

Step 1: Access the Portal

Visit our website at: www.example.com

Step 2: Login to Your Account

Use the following credentials to log in:

- **Username:** [Your Username]
- **Password:** [Your Temporary Password]

Step 3: Change Your Password

Upon your first login, you will be prompted to change your password. Please select a secure password that you will remember.

Step 4: Complete Your Profile

Once logged in, navigate to the profile section to complete all required information.

Step 5: Explore the Portal

Familiarize yourself with the available features and resources.

If you encounter any issues or have questions, please do not hesitate to contact our support team at support@example.com.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]