[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Instructions for Registering Your Online Insurance Account

Dear [Customer Name],

Welcome to [Insurance Company Name]. We are pleased to invite you to register for our online customer portal. This portal allows you to view policy documents, make payments, and file claims at your convenience.

Please follow these steps to set up your account:

1. Go to our website at: **[Website URL]**
2. Click on the **"Register"** or **"Sign Up"** button.
3. Enter your Policy Number: **[Policy Number]**
4. Provide your personal details, including your email address and date of birth.
5. Create a secure username and password.
6. Verify your account via the link sent to your email address.

Once registered, you can log in at any time to manage your insurance coverage.

If you encounter any issues during the registration process, please contact our support team at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Your Name/Department]
[Insurance Company Name]