Dear [Client Name],

We are pleased to invite you to join our secure Client Portal. This platform allows you to view project updates, share documents, and communicate with our team in one place.

Please follow these steps to set up your account:

Step 1: Invitation Email
Look for an automated email from [Portal Name/Company Name] with the subject line "Welcome to the Client Portal."

Step 2: Create Your Password
Click the "Activate Account" button within that email. You will be redirected to a secure page to create your unique password.

Step 3: Log In
Once your password is set, go to [URL Link] and log in using your email address and new password.

Step 4: Navigate the Dashboard
After logging in, you will see your dashboard. Key sections include:

- **Documents:** Upload or download files.
- **Invoices:** View and pay your statements.
- **Messages:** Send direct inquiries to your account manager.

If you have any issues during the setup process, please contact us at [Support Email] or [Phone Number].

Best regards,

[Your Name]
[Your Company Name]