**Template Content Sample**

Hello,

We are pleased to offer our clients the SafeSend One Client Portal as a way for you to keep your tax documents, and manage any action items, all in a central location.

* You will receive an email from **<FIRM NAME>** at [noreply@safesendreturns.com.](mailto:noreply@safesendreturns.com) Add this email to your safe list to prevent it from being categorized as spam or junk.
* If you do not see an email from **<FIRM NAME>** at [noreply@safesendreturns.com,](mailto:noreply@safesendreturns.com) please check your Spam or Junk Folder.
* For the best experience, we recommend using Google Chrome.

Please review the steps in this article to learn how to create and manage your account: [Client Portal Experience](https://safesendreturns.zendesk.com/hc/en-us/articles/34469047024915-Client-Portal-Experience). Alternatively, you can choose to watch a [4-min video tutorial](https://safesendreturns.zendesk.com/hc/en-us/articles/34468836180243--Video-Client-Portal-Experience) if you prefer.

Benefits of using SafeSend One Client Portal:

* All of your outstanding tasks are organized in a list so you can efficiently manage and complete your tasks.
* Access, view, and download all files received or uploaded through SafeSend One.
* Receive proactive reminders and notifications directly from the portal.
* Easily track and manage your K-1 distributions and tax payment vouchers.

If you have questions, please feel free to contact me.

Best,