

Dear Resident,

We are excited to announce that we have upgraded our rent payment portal to provide you with a more secure and convenient payment experience. To continue paying your rent online, you will need to set up your new account.

**Action Required: Set Up Your New Account**

Please follow these steps to register:

1. Visit the new portal at: [Insert Website URL]
2. Click on the "Sign Up" or "Create Account" button.
3. Enter your registered email address: [Insert Resident Email]
4. Your temporary account ID/Account Number is: [Insert Account Number]
5. Create a secure password and verify your identity.
6. Link your preferred payment method (Bank Account, Credit Card, or Debit Card).

**Important Information:**

- The old portal will be deactivated on [Insert Date].
- You can now set up automatic recurring payments to avoid late fees.
- You can view your real-time balance and payment history through the new dashboard.

If you have any questions or encounter any issues during the setup process, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for being a valued resident.

Sincerely,

[Management Name]

[Property Name]