

## Customer Portal Email Templates

### 1. Customer Portal invite email for customers WITH a payment method on file.

Subject: Activate Your Account In Our New Customer Portal

Dear [Pool Owner's Name],

We're excited to announce the launch of our new Customer Portal, a convenient way to view your service details, invoices, and payment history in one place.

Once you activate your account, your existing payment details will be securely transferred, and you can update them anytime.

You can always find the portal URL at the bottom of your invoices or paid receipts for ongoing access.

Click the "Create Login" link to set up your account today. If you have any questions, don't hesitate to reach out—we're here to help!

NOTE: Your standard email sign-off will be automatically inserted.

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### 2. Customer Portal invite email for customers WITHOUT a payment method on file.

Subject: Activate Your Account In Our New Customer Portal

Dear [Pool Owner's Name],

We're excited to announce the launch of our new Customer Portal, a convenient way to view your service details, invoices, and payment history in one place.

When you activate your account, you can also add a payment method to set up Autopay, which makes it even easier by ensuring that your payments are automatically processed on time. You can update this payment information anytime.

You can always find the portal URL at the bottom of your invoices or paid receipts for ongoing access.

Click the “Create Login” link to set up your account today. If you have any questions, don’t hesitate to reach out—we’re here to help!