**First Email: New payment feature set up instructions to clients**

**<Title> Getting started with Sage Salary and Supplier Payments**

Hi **<Insert First Name>**,

I hope you are well.

We are pleased to get you started with the new payment feature to manage your payment workflows more effectively and securely.

You will shortly receive an email from Sage Salary and Supplier Payments (powered by Modulr), please follow the below process to onboard your business:

1. Click to Agree and Continue to Sage Salary and Supplier Payments terms and conditions.
2. Fill out the application form with your business details.
   1. Please ensure all information is correct and the form fully completed – Modulr is regulated by Financial Conduct Authority and therefore obliged to conduct full due diligence checks on everyone it provides financial services to.
3. Your application will be processed. Modulr will contact you directly with any questions relating to your application. Once the correct information has been provided most applications are accepted within a day.
4. Once the application has been accepted, you will receive your Welcome email and login details. You will need to activate your account within 48 hours.
5. After your account has been activated, please link your account with ours so we are able to connect the complete payment workflow. Our Delegate account number is **<Insert number>**.

I have attached a PDF that details the step-by-step onboarding instructions and FAQ’s.

There is support available where needed. Below are the contact details from Modulr’s Salary and Supplier Support team if you require any technical help:

[**0303 313 0063**](tel:03033130063)

Mon - Fri 8am-6pm

[**support@modulrfinance.com**](mailto:support@modulrfinance.com)

Any questions let me know.

Best,