



Email templates:

- **Inviting managers to the Manager Portal**
- **Inviting clients to the Client Portal**

**Please note that the invitation options from within BrightPay cloud is coming soon. These email templates are intended as a workaround until this functionality becomes available.*

Template 1: Inviting managers to the Manager Portal

Subject line: Join the Manager Portal in BrightPay

Dear [Manager's Name],

As a manager, you can use the Manager's Portal to access employee details, manage leave requests, and process change of personal details requests. This is designed to make managing your payroll simpler, faster, and more secure.

To get started, please click the following link to access the portal and set up your account: <https://employee.brightpay.com/>

Your login credentials:

- You will need to create a Bright ID which you can do by clicking [here](#)
- Once you have created the Bright ID you can sign into the Manager's Portal

Once logged in, you can begin exploring the features available, including:

- Accessing employees' personal details
- Manage Employee Requests
- Adding/Cancelling leave
- Manager's calendar

If you have any questions or need assistance with setup, please don't hesitate to reach out to us at *[Your Support Email or Phone Number]*.

Thank you for your continued trust in us.

Kind regards,

[Your Name & Company]

Template 2: Inviting clients to the Client Portal

Subject line: Join the Client Portal in BrightPay

Dear [Client's Name],

We're excited to introduce our new online payroll portal, designed to make managing your payroll simpler, faster, and more secure.

To get started, please click the following link to access the portal and set up your account: <https://client.brightpay.com/login>

Your login credentials:

- You will need to create a Bright ID which you can do by clicking [here](#)
- Once you have created the Bright ID you can sign into the Client Portal

Once logged in, you can begin exploring the features available, including:

- Viewing and downloading payslips
- Accessing employees' personal details
- Employee Requests and managing leave
- Viewing HMRC amounts due
- Accessing payroll reports
- Submitting payroll changes securely

If you have any questions or need assistance with setup, please don't hesitate to reach out to us at *[Your Support Email or Phone Number]*.

Thank you for your continued trust in us.

Kind regards,

[Your Name & Company]