

Sign In

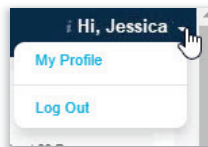
1. Open a browser and enter the URL (web address) provided to you for online account management.
Example: <https://portal.driveuc.com>
2. Enter your Username (xxxxxxxx@domain.xx) and Password credentials, as requested.
Use the [Forgot Password?](#) link to retrieve your information via email, where enabled.
3. Click the **Sign In** button and the Portal opens. Once you have signed into the portal, all the tools you need to manage your features and account settings are right at your fingertips. If left idle for too long, the portal closes and brings you back to the Sign In page to keep your information safe.

Portal Menu

- » **My Services** - Lists links to the Home Page/Dashboard for any numbers or extensions on the account. Click on a link to view the dashboard for the selected item.
- » **My Tools** - Access to the Documents and Contact Directory (Enterprise Common) pages.

Quick Access Tools

The drop-down menu (top right) offers access to open the Profile and Log Out.



My Services Dashboard Features

Profile

View/Edit your profile info - password, notification emails, temporary e911 location, and your directory information - right from here.

Voicemail

Listen to and manage your voicemails, reset your voicemail PIN, manage greetings, edit your voicemail settings, even block callers - all from this section.

Call Logs

Quickly see your latest calls. This section displays your most recent call activity and offers tools to filter the information. Click **View all Call Logs & Details** to see and even export the details of up to 1000 of your calls over the past 90 days.

Contact Directory

Add/Manage non-system contact listings in your phone's Personal Directory.

Applications

Easy dashboard access to open the Sign in/Landing page of any add-on web services or applications on your account.

Basic Features

Your On/Off feature settings are displayed right here for easy access, along with a link to **View All Features** so you can manage all of the voice services feature settings on your account.

