

My Cloud Services Portal User

Sign In

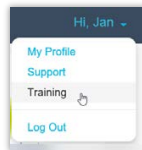
1. Open a browser and enter the secure URL (web address) provided to you for online account management. *Example: https://portal.driveuc.com*
2. Enter your Username (xxxxxxxx@domain.xx) and Password credentials, as requested.
The [Forgot Password?](#) link can be used to retrieve your information via email, where a retrieval email has been defined/enabled.
3. Click the **Sign In** button and the Portal opens.
*During initial access, a **Terms and Conditions** dialog displays requiring manual acknowledgment. Review the document, click to place a check in the box to Accept and then **Save** to proceed. This dialog will only present again if the Terms and Conditions are updated.*

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.
- » **Support** - Opens a page with useful information provided by the organization or service provider.
- » **Training** - Opens a new web page to the Momentum University library.

Quick Access Tools

The drop-down menu (top right) offers access to your directory Profile, Support, Training, and to 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.

Applications

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

Basic Features

Your simple 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 available to you on the account.

