# **Cloud Services Portal User**



# Sign In

To Access the Cloud Services Portal:

- 1. Open a web browser and enter the URL (web address) provided to you for online account management.
- Enter your sign in credentials: 1234567890@mymtm.us / Password. Use the Forgot Password? link to retrieve your password by email if enabled. *Note: Contact your organization's administrator to get your sign in credentials or for assistance with your password if you do not have a notification email on file.*
- 3. Click the Sign In button.
- Follow any prompts to setup/save MFA (choose text or authentication app) and/or enter the 6 digit code you receive via your selected/activated MFA protocol.
   Note: Once set up, a 6-digit MFA code entry is required for access.

Username		
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Password		
	I	
	Sign in	
	Forgot Password?	

Once all login/security requirements are met, the Cloud Services Portal opens.

The first time the portal is accessed, an *e911 Dialing Terms and Conditions* dialog displays requiring manual acknowledgment. Review the document using the tools provided to read or save a copy, click to place a check in the box to Accept, and then click Save to proceed. *Note: Once accepted and saved, this dialog will not display at sign in again unless the T&Cs are updated.* 

# **My Services**

Once the site is open and you accept the Terms and Conditions, access to manage all your communications services is at your fingertips. Under the **HI**, **Your account>** drop-down (top right) you'll find links to your directory Profile, the Training and Support areas, and the Log Out option.

The menu on the left offers easy access to the My Services Dashboard (Home) for any lines assigned to you, along with direct links to the Support, and Training sections. And the Logo icon takes you back to the Dashboard for the account/line you're currently viewing.

М моментим	Jane Smith	Voicemail 9	Call Logs 1234567890 (0001)	
4075551212 (0001) Exective Driving Seal 880 N	Second New Subsite Production Portal Login Username: Test Account 2	Voicemail	All Calls All Calls Last 30 Days	
	Enterprise ID E911 Address:	Play Phone Date	Direction Caller ID Phone Date Tim	e
	880 Montclair RD STE 880 880 Montclair RD STE 880 BIRMINGHAM, AL 35213 BIRMINGHAM, AL 35213	Block (Delete	In WIRELESS 2018-08- 11:0 CALLER 14 AM	02:30
			Out Maine Restal 2018-08- 11:0	02:30
View Profile Applications No applicati	View Profile	205.824.6817     7/23/2018 02.44 PM	WIRELESS 2018-08-	50 AM
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	No applications are available.	Voicemail Settings Manage Greetings Reset Voicemail Pin Message Deposit	View All Call Logs & Details	
		Anonymous Call Rejection i		
		Do Not Disturb i Successi		
		Outbound Caller ID Block i		
		Verv All Features		

## **Dashboard Features**

The **My Services Dashboard** (Home page) displays important account information in section widgets (cards) that offer quick access to view and manage the features and settings included with your account.

## Profile

The **Profile** card offers everything you need to manage your profile. It displays a summary of your account information (Name, Address, Phone Number, User ID, Device model, etc.), and provides a View Profile link to review and manage account items such as Password, Temporary e911 address, MFA protocol, notification email(s), and your directory display information.

#### Applications

The **Applications** card displays links to any add-on applications or 3rd party tools included with the account or telephone number.

### Voicemail

The Voicemail Card provides easy access to voicemail messages and feature management tools right from the Dashboard. The most recent messages are listed on the Dashboard for review. A red dot highlights unheard messages. The tools needed to play, delete, and forward voicemails, block future calls, manage all the voicemail settings and greetings, turn off callers' ability to leave messages, review and manage any additional messages, and reset the access PIN are provided here.

## Call Logs

The **Call Logs** card displays a list of the latest incoming and outgoing calls on the account, with filters to review specific call types and date ranges. It also provides easy access to review and create a report of up to 1000 calls within the past 90 days.

#### **Basic Features**

The **Basic Features** card provides instant access to the account's On/Off feature settings with information about each one listed. This section also provides a View All Features link that opens the **Settings** page where users may review and manage the setup for ALL of the voice services features that are available for user management on the account.

MOMENTUM TELECOM	User ID: @mymtm.us
	Enterprise ID:
Department	Group ID:
Service Number:	IMAP ID:
	Portal Login Username:
Network Class of Service:	Email:
	Mobile: Pager: Yahoold:
E911 Address:	Location: MOMENTUM TELECOM
	Phone Model: _VVX500
Mac Address: 207	Language:
201	TimeZone: America:New_York
Temporarily Update Current 911 Service Address	Password Recovery.





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0	Direction	Calle	Al Cals Connected	Phone	Date
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8	outgoing	Char	Forwarded	822 059	1/13/
8	incoming	Maro		595 947	1/13/
Θ	outgoing	Wymc		714 636	1/13/
6	incoming	Sheri		391 594	1/132
8	outgoing	Anna		321 332	1/13/
8	cutgoing	Aishe		345 780	1/13/
	outgoing	Alenz		674 870	1/13/
0	outgoing	Sung		522 410	1/13/
10	incoming	lvery		612 407	1/13/
8	incoming	Jeog		758 694	1/13/
8	incoming	Deed		953 282	1/13/
6	griagiua	Del F		965 201	1/13/
10	incoming	Duar		578 684	1/13/
63	outgoing	Shari		647 235	1/13/
8	outgoing	Carin		082 850	1/13/
8	incoming	Betty		920 758	1/12/1
6	gnimagni	Rash		550 527	1/12/
8	incoming	Kimb		760 355	1/12/
8	outgoing	Charl		008 021	1/13/1

Basic Features	- +
Anonymous Call Rejection $i$	
Barge-In Exempt $i$	
Caller ID i	
Call Waiting $i$	
Connected Line ID Restrictions $i$	
Do Not Disturb i	
Music On Hold 1	
Outbound Caller ID Block i	