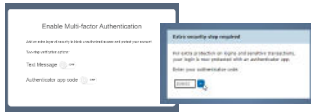# My Cloud Services Portal User

MOMENTUM

1. Open a web browser and enter the secure URL (web address) provided to you for online account management.

2. Enter your Username and Password credentials and submit

3. Follow any MFA setup and/or 6-digit verification code entry requests when prompted.

The Forgot Password? link can be used if a retrieval email has been defined/enabled on your account.

4. The portal opens when security protocols are met. *During initial access, a **Terms and Conditions** dialog displays requiring manual acknowledgment to proceed. This dialog will only present again if the Ts&Cs are updated.*

» **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.

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

Profile
View/Edit your profile info - manage password, notification emails, temporary e911 location, MFA method, 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.
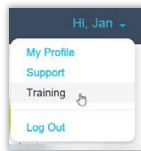
Applications
Easy dashboard access to open the Sign in/Landing page of the add-on web services or applications your organization provided on your account.

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.