

Logging into the Portal

NOTE: This functionality is considered to be for advanced users, only access the online portal if you're comfortable with doing so. It is not required in order to use the core features of your digital phone line.

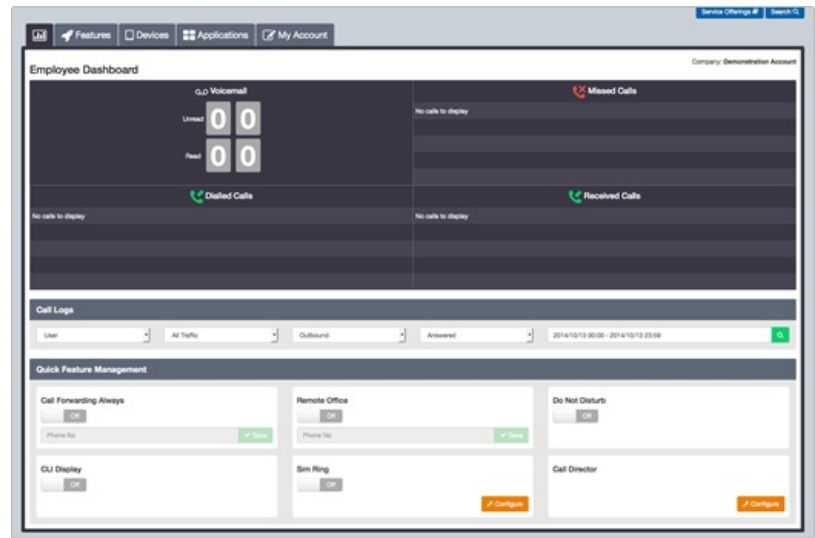
The login to the portal can be found here - <https://portal.yourwhc.co.uk/businessportal/login.jsp> (<https://portal.yourwhc.co.uk/businessportal/login.jsp>)

After your initial signup to the service you should have received an email containing the following::

- Username
- Domain this will be in the form company.uc.ic.uk not your regular email domain
- Password

Use this information to login to the portal

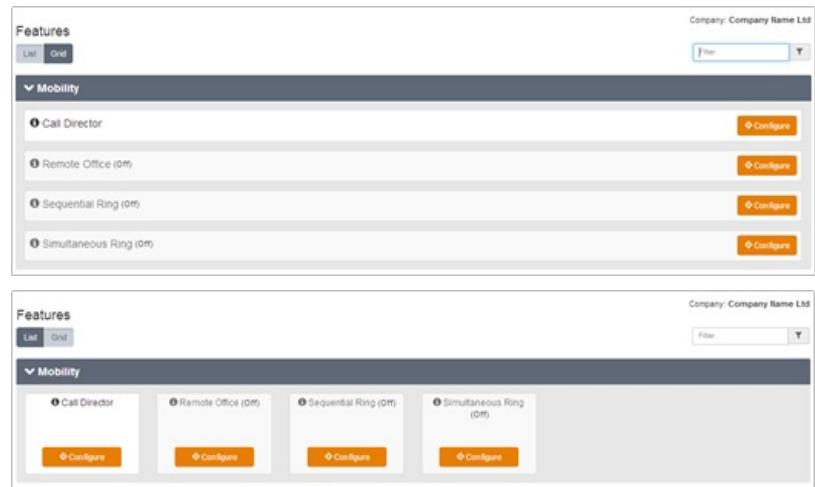
When you log in for the first time, you will be greeted with your Dashboard screen:



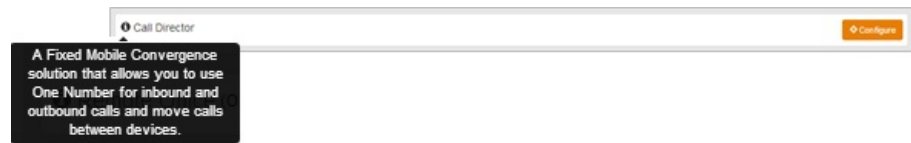
Navigating The Portal

Views & Filters

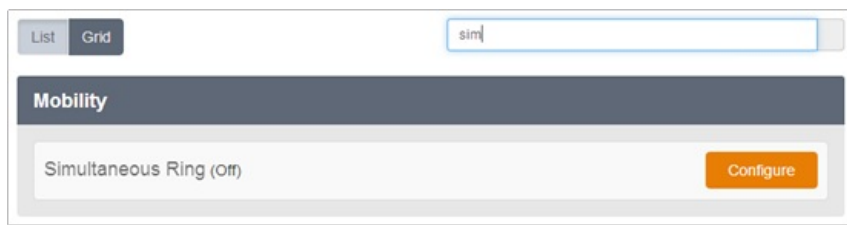
You can choose to display their features via two options, either List or Grid as displayed below:



Wherever there is an Information Icon, you will be able to place your mouse cursor over it to get more information, for example:



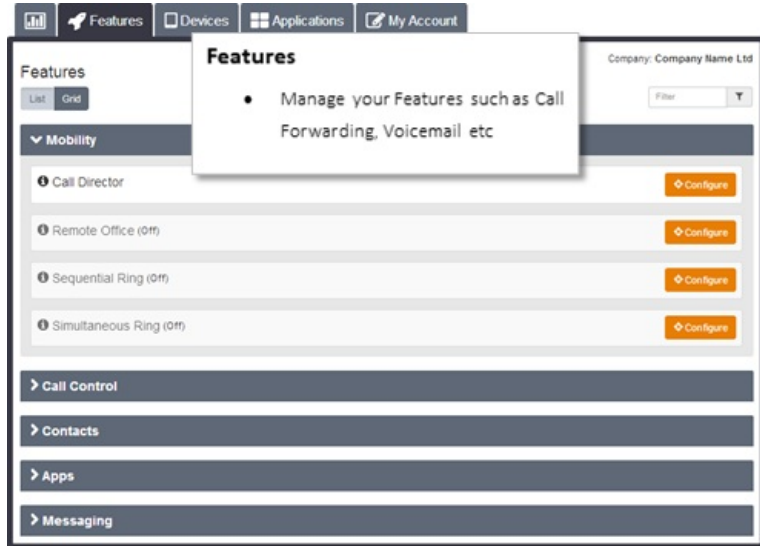
You can use filters to find Features quickly, simply start typing the Feature Name in the filter box:



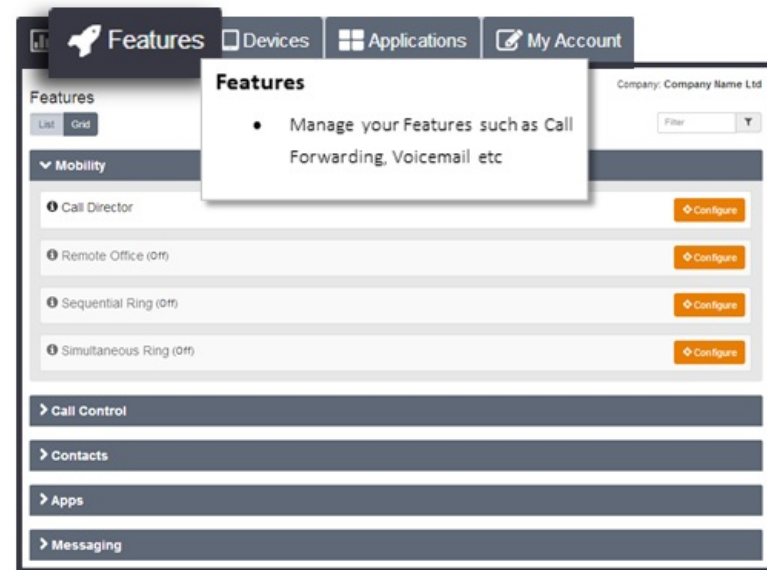
Tabs

The Business Portal uses tabs to navigate to the different sections of the portal and by default the landing page is the dashboard.

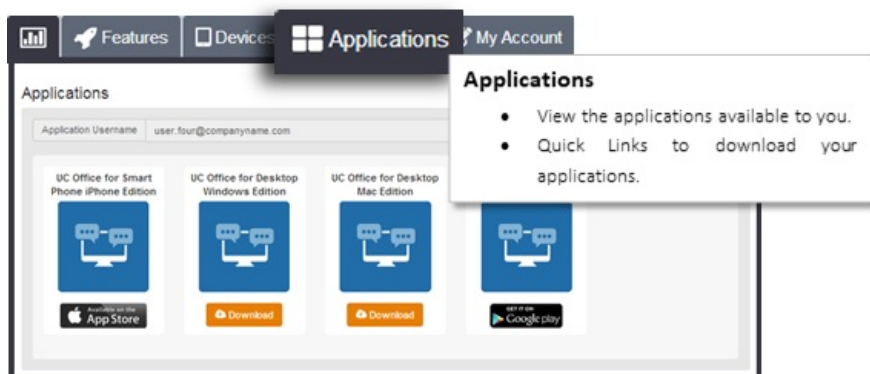
Features Tab



Devices Tab



Applications Tab



My Account Tab

Features

Devices

Applications

My Account

My Account

User Details

Username

user.four

Directory Number

+44 1314 960252

Extension

252

Language

English

Password to Change

Portal Login

Password

New Password

Confirm Password

Contact Details

Firstname

user

Surname

four

Email Address

julian.melvi@gmail.com

Phone Number

+44-1314960252

Country

United Kingdom

Street Address

Street Address

Town/City

Town/City

County

West Sussex

Postal Code

Postal Code

Save

My Account

Employee details.

Reset passwords.

Posted by: Darren M - Wed, Jan 27, 2021 at 3:35 PM. This article has been viewed 7184 times.

Online URL: <https://kb.ic.uk/article/logging-into-the-portal-279.html> (<https://kb.ic.uk/article/logging-into-the-portal-279.html>)