

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.

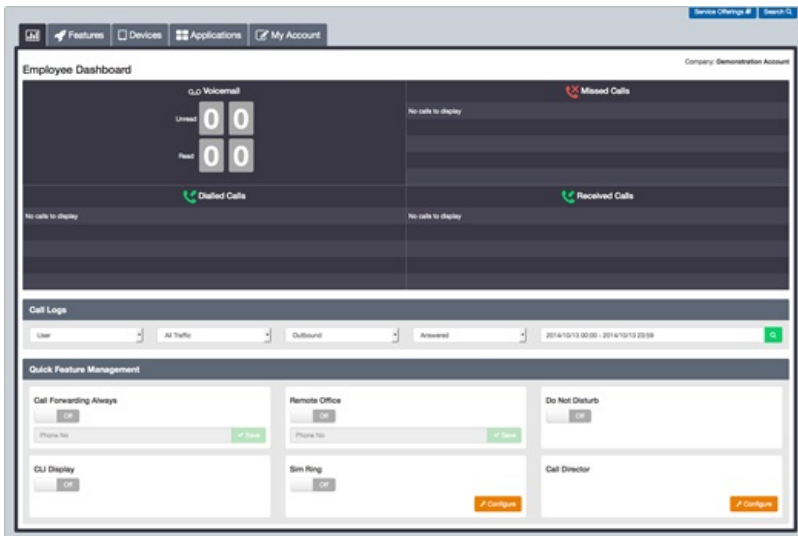
The login to the portal can be found here - <https://portal.yourwhc.co.uk/businessportal/login.jsp> (<https://portal.yourwhc.co.uk/businessportal/login.jsp>)

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

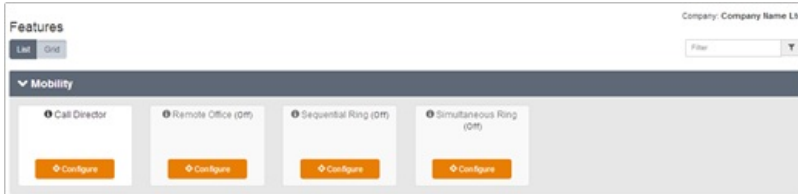
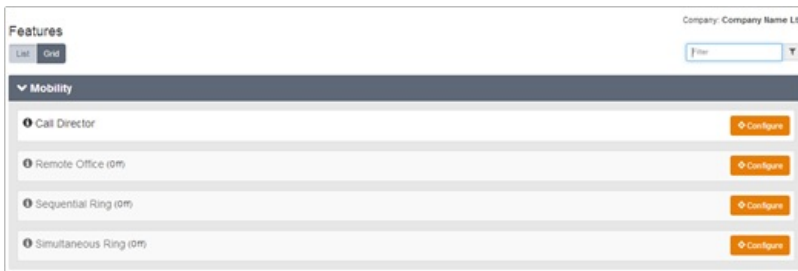
When you log in for the first time, you will be greeted with your Dashboard screen:



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:



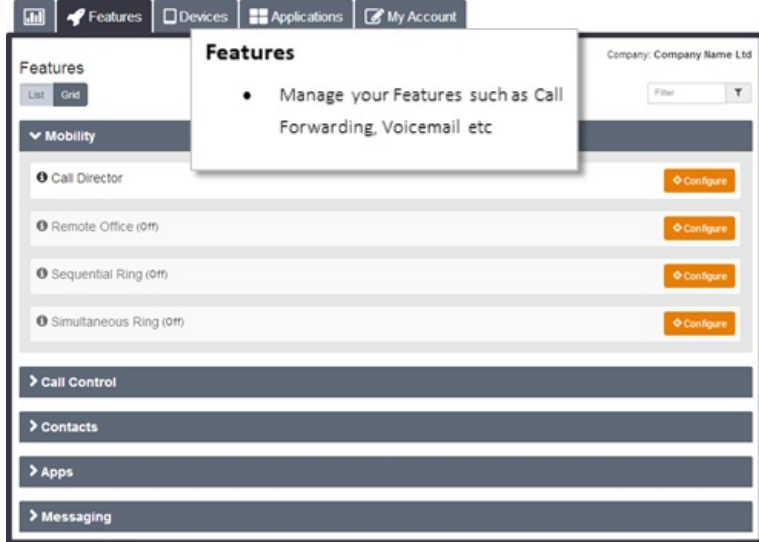
You can use filters to find Features quickly, simply start typing the Feature Name in the filter box:



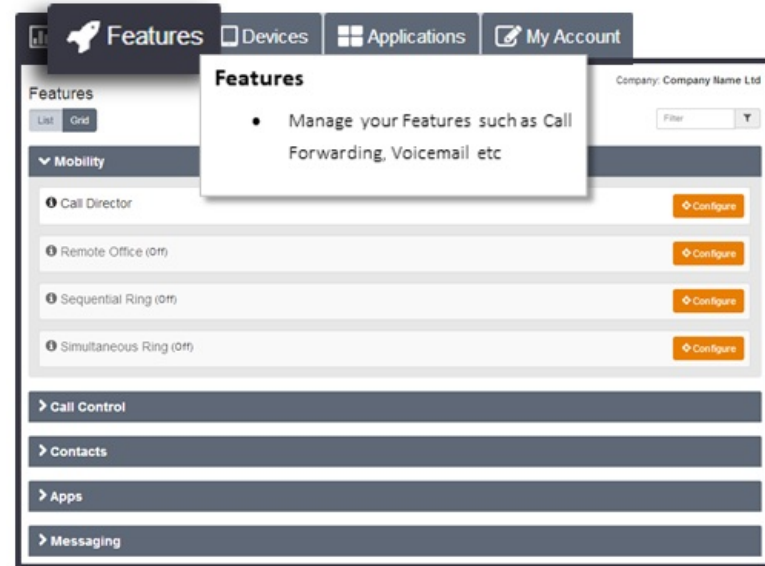
Tabs

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

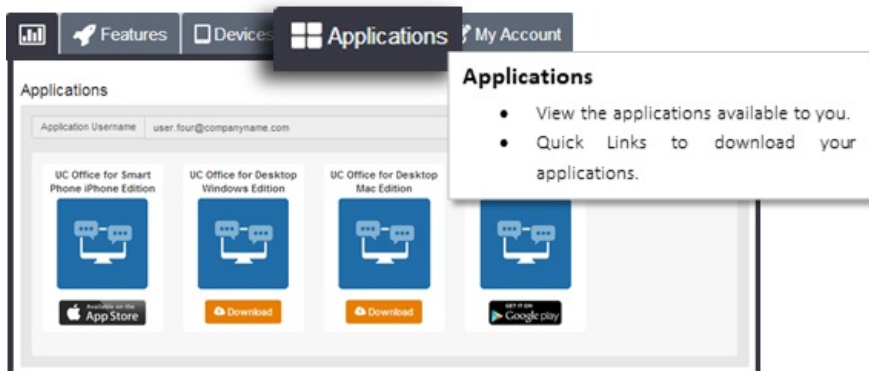
Features Tab



Devices Tab



Applications Tab



My Account Tab

My Account

Features Devices Applications My Account

My Account

- Employee details.
- Reset passwords.

User Details

Username: user.four
Directory Number: +44 1314 960252
Extension: 252
Language: English
Password to Change: Portal Login
Password: New Password
Confirm 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

Posted by: Darren M - Wed, Jan 27, 2021 at 3:35 PM. This article has been viewed 4648 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>)