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# Logging into the Portal

NOTE: This is 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 <u>company</u>.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:

Features	Company: Company Name Ltd
✓ Mobility	
O Cail Director	<b>♦</b> Configure
Remote Office (0m)	@ Configure
O Sequential Ring (0m)	● Configure
Simultaneous Ring (0%)	◆Configure
eatures	Company: Company Name Ltd
LMF Grid	Plan Y
✓ Mobility	
O Call Director     O Remote Office (0ff)     O Sequential Ring (0ff)     O Simultaneous Ring     (0ff)	
Ocnitgure     Ocnitgure     Ocnitgure     Ocnitgure	

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

🖬 🛷 Features 🔲 D	evices 📕 Applications 📝 My Account	
Features	Features	Company: Company Name Ltd
List Grid	Manage your Features such as Call	Filter
✓ Mobility	Forwarding, Voicemail etc	
Call Director		Configure
O Remote Office (0ff)		Configure
O Sequential Ring (0ff)		◆ Configure
O Simultaneous Ring (0ff)		◆ Configure
> Call Control		
> Contacts		
> Apps		
> Messaging		

### Devices Tab

🔲 🎻 Features	Devices Applications & My Acco	unt
Features List Grid	Features     Manage your Features such as Call	Company: Company Name Ltd
Mobility     Call Director	Forwarding, Voicemail etc	<b>♦</b> Configure
Remote Office (017)		◆ Configure
Sequential Ring (0ff)		◆ Configure
O Simultaneous Ring (0ff)		♦ Configure
> Call Control		
> Contacts		
>Apps		
> Messaging		

### Applications Tab



My Account Tab

Account		_	¢.	My Account     Employee details.
ser Details				<ul> <li>Reset passwords.</li> </ul>
Username	user.four			
Directory Number	+44 1314 960252	Password to Change	Portal Login	
Extension	252	Password	New Password	
* Language	English	•	Confirm Password	
ontact Deta	ls			
Firstname	user	* Country	United Kingdom	•
Surname	four	Street Address	Street Address	
Email Address	julian.melvili@gmail.com	Town/City	Town/City	
	+44-1314960252	County	West Sussex	•
Phone Number			Postal Code	

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