

## Sign In

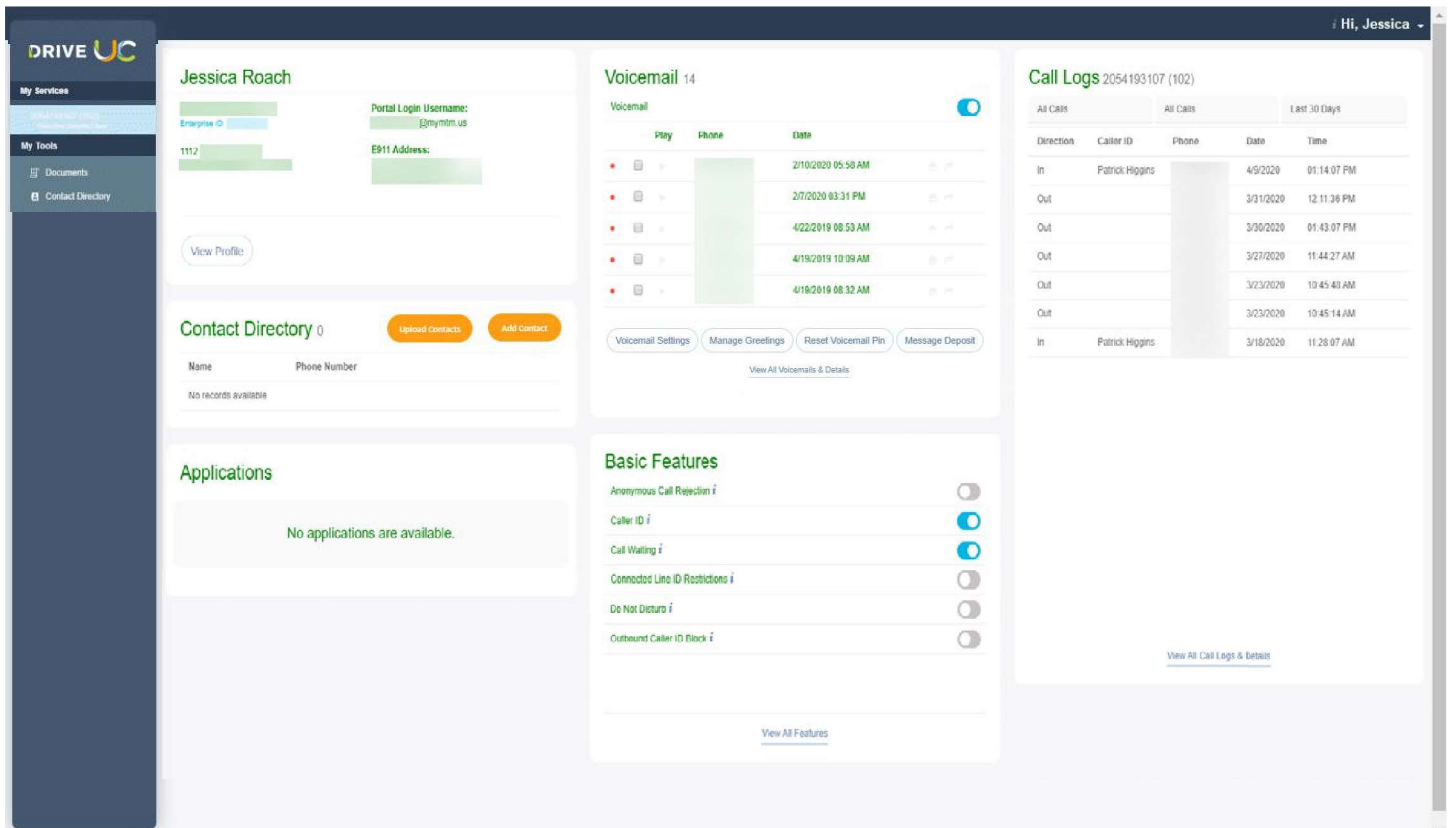
1. Open a browser and enter the secure URL (web address) provided to you for online account management. *Example: <https://portal.driveuc.com>*
2. Enter your Username (xxxxxxx@domain.xx) and Password credentials, as requested.  
*The [Forgot Password?](#) link can be used to retrieve your information via email, where a retrieval email has been defined/enabled.*
3. Click the **Sign In** button and the Portal opens.  
*During initial access, a **Terms and Conditions** dialog requiring manual acknowledgment displays. Review the document, click to place a check in the box to **Accept** and then **Save** to proceed. This dialog will not be presented again unless the T&Cs are updated.*

## Portal Menu

- » **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.
- » **My Tools** - Access to the Documents and Contact Directory (Enterprise Common) pages.

## Quick Access Tools

The drop-down menu (top right) offers access to open My Profile (directory information) and Log Out.

The dashboard displays the following sections:

- My Services:** Shows the user's name (Jessica Roach), Portal Login Username, and E911 Address.
- My Tools:** Includes links for Documents and Contact Directory.
- Contact Directory:** Shows 0 contacts with buttons for 'Upload Contacts' and 'Add Contact'.
- Applications:** Shows 'No applications are available.'
- Voicemail:** Shows 14 voicemails with a table of recent calls.
 

Play	Phone	Date
		2/10/2020 09:58 AM
		2/7/2020 03:31 PM
		4/22/2019 08:53 AM
		4/19/2019 10:09 AM
		4/19/2019 08:32 AM
- Call Logs:** Shows 2054193107 (102) call logs with a table of recent calls.
 

Direction	Caller ID	Phone	Date	Time
In	Patrick Higgins		4/9/2020	01:14:07 PM
Out			3/31/2020	12:11:38 PM
Out			3/30/2020	01:43:07 PM
Out			3/27/2020	11:44:27 AM
Out			3/23/2020	10:45:40 AM
Out			3/23/2020	10:45:14 AM
In	Patrick Higgins		3/18/2020	11:28:07 AM
- Basic Features:** Includes toggle switches for Anonymous Call Rejection, Caller ID, Call Waiting, Connected Line ID Restrictions, Do Not Disturb, and Outbound Caller ID Block.

## My Services Dashboard Features

### Profile

View/Edit your profile info - password, notification emails, temporary e911 location, 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 export the details of up to 1000 of your calls over the past 90 days.

### Contact Directory

Add/Manage non-system and personal contact listings that sync to your phone's Personal Contact Directory.

### Applications

Easy dashboard access to open the Sign in/Landing page of any add-on web services or applications on your account.

### Basic Features

Your basic **On/Off** feature settings are displayed right here for easy access, along with a link to [View All Features](#) so you can manage the other voice services feature settings you have access to on your account.