

Sign In

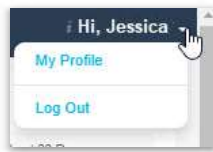
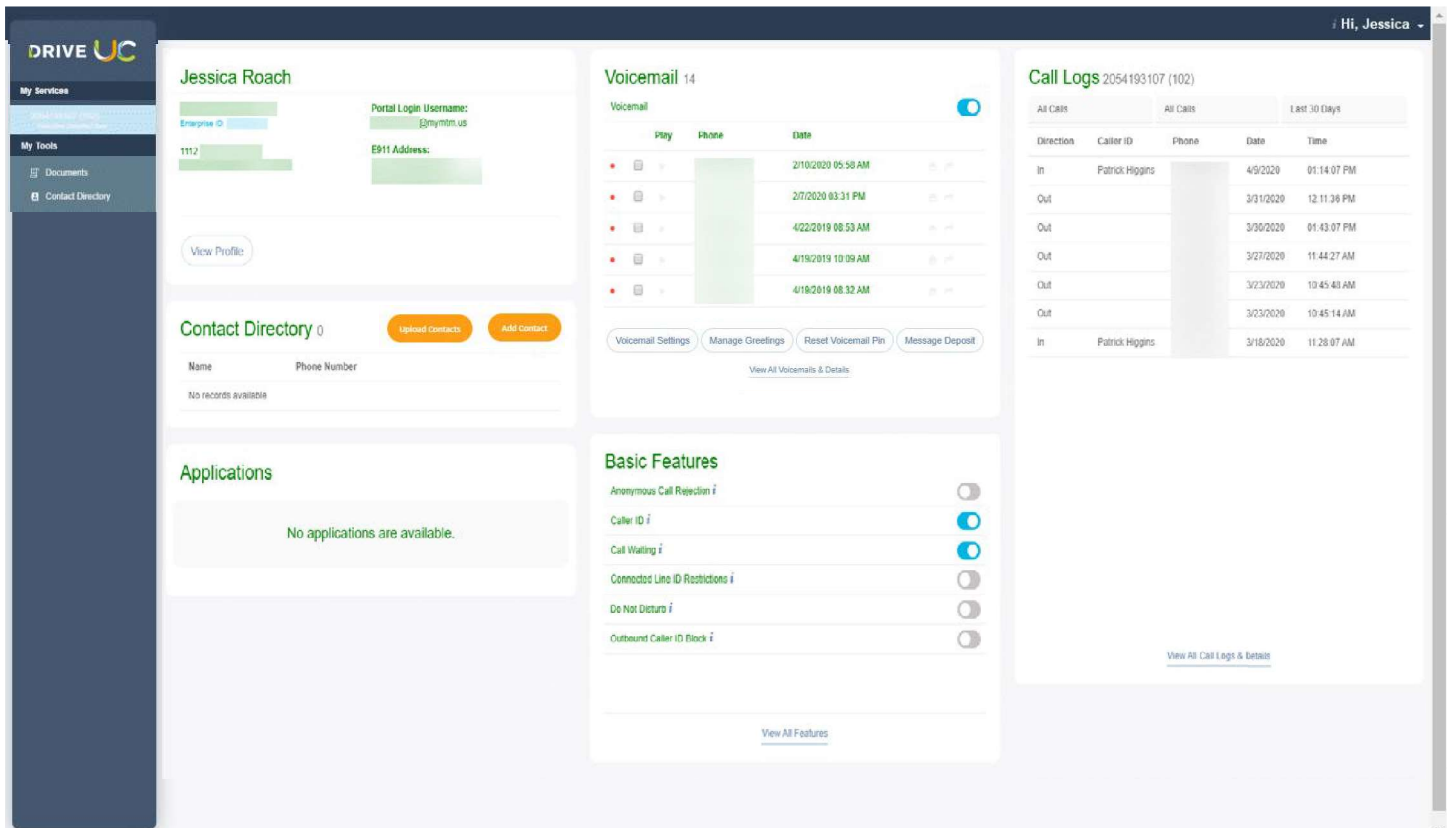
1. Open a browser and enter the secure URL (web address) provided to you for online account management. *Example: <https://portal.driveuc.com>*
2. Enter your Username (xxxxxxx@domain.xx) and Password credentials, as requested.
The [Forgot Password?](#) link can be used to retrieve your information via 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 account details for Jessica Roach, including 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:** Displays 'No applications are available.'
- Voicemail:** Shows 14 voicemails with a table listing call dates and times. Includes buttons for 'Voicemail Settings', 'Manage Greetings', 'Reset Voicemail Pin', and 'Message Deposit'.
- Call Logs:** Shows 2054193107 (102) call logs with a table listing call directions, caller IDs, phone numbers, dates, and times.
- Basic Features:** A list of toggle switches for features like 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.