

Logging Into The Portal

279 Darren M Thu, Feb 11, 2021 [Digital Phone Lines, IC-talk 3 Cloud Phone System](#) 521

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.

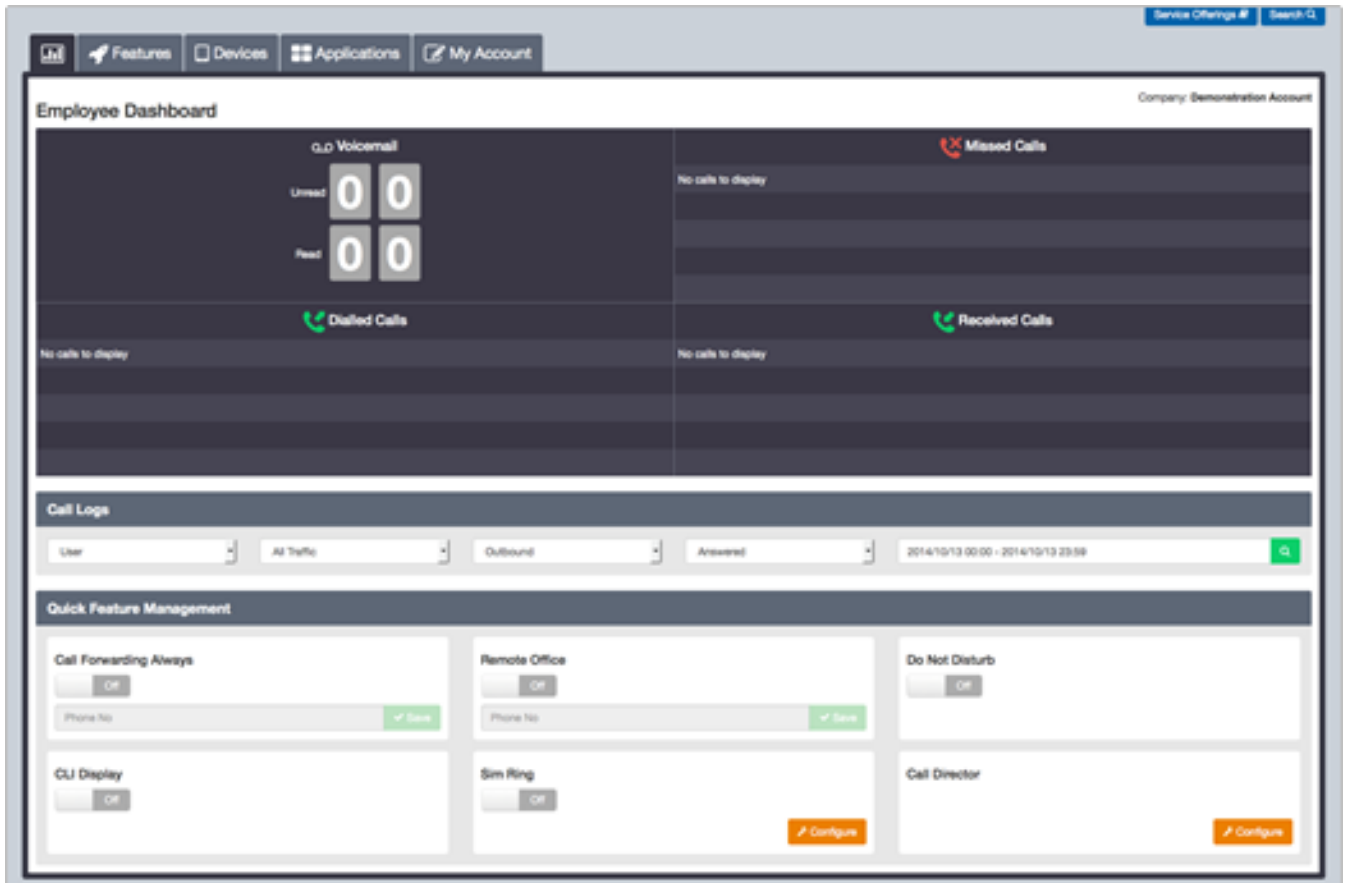
The login to the portal can be found here - <https://portal.yourwhc.co.uk/>

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

- Username
- Domain
- Password

Use this information to login to the portal

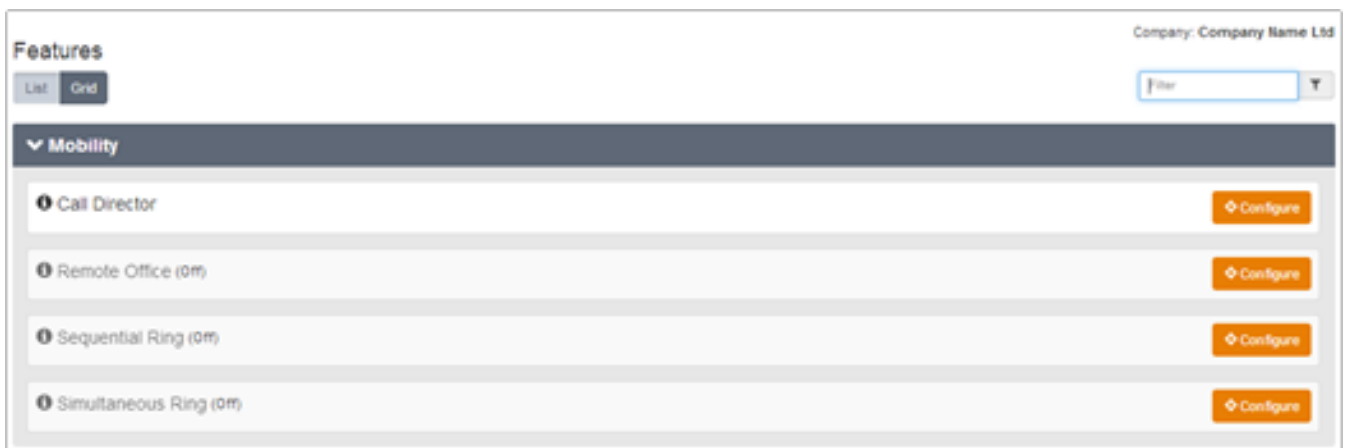
When you log in for the first time, you will be greeted with your Dashboard screen:

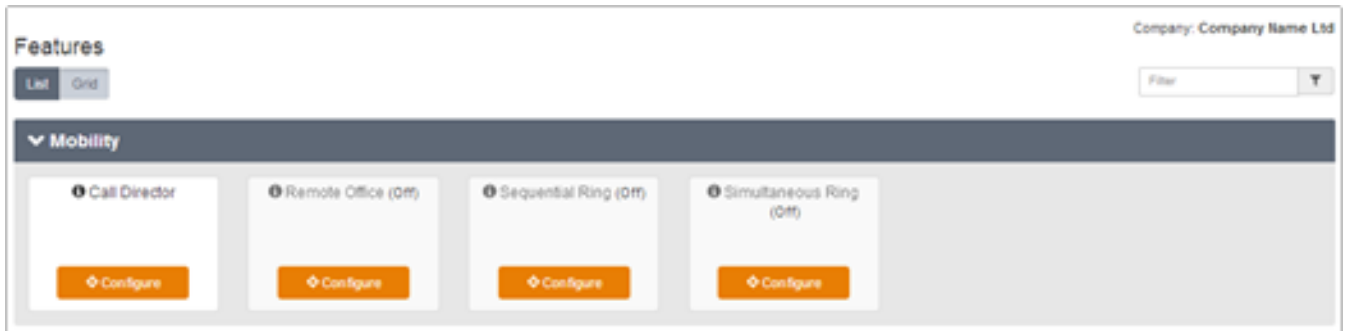


Navigating The Portal

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

Features Devices Applications My Account

Features

Company: Company Name Ltd

Filter ▼

List Grid

▼ Mobility

- Call Director [Configure](#)
- Remote Office (Off) [Configure](#)
- Sequential Ring (Off) [Configure](#)
- Simultaneous Ring (Off) [Configure](#)

> Call Control

> Contacts

> Apps

> Messaging

Features

- Manage your Features such as Call Forwarding, Voicemail etc

Devices Tab

Features Devices Applications My Account

Features

Company: Company Name Ltd

List Grid

Filter

▼ Mobility

- Call Director [Configure](#)
- Remote Office (Off) [Configure](#)
- Sequential Ring (Off) [Configure](#)
- Simultaneous Ring (Off) [Configure](#)

> Call Control

> Contacts

> Apps

> Messaging

Features

- Manage your Features such as Call Forwarding, Voicemail etc

Applications Tab

Features Devices **Applications** My Account

Applications

Application Username: user.four@companyname.com

- UC Office for Smart Phone iPhone Edition [Available on the App Store](#)
- UC Office for Desktop Windows Edition [Download](#)
- UC Office for Desktop Mac Edition [Download](#)
- [GET IT ON Google play](#)

Applications

- View the applications available to you.
- Quick Links to download your applications.

My Account Tab

The screenshot shows a web application interface with a navigation bar at the top containing icons for 'Features', 'Devices', 'Applications', and 'My Account'. The 'My Account' tab is active, displaying a form with the following sections:

- User Details:**
 - Username: user.four
 - Directory Number: +44 1314 960252
 - Extension: 252
 - Language: English (dropdown)
- Contact Details:**
 - Firstname: user
 - Surname: four
 - Email Address: julian.melvil@gmail.com
 - Phone Number: +44-1314960252
 - Country: United Kingdom (dropdown)
 - Street Address: Street Address
 - Town/City: Town/City
 - County: West Sussex (dropdown)
 - Postal Code: Postal Code
- Password Change:**
 - Password to Change: Portal Login (dropdown)
 - Password: New Password
 - Confirm Password: Confirm Password

A green 'Save' button is located at the bottom of the form. A callout box titled 'My Account' is positioned on the right, containing the following list:

- Employee details.
- Reset passwords.

Online URL: <https://kb2.ic.uk/article.php?id=279>