

Logging Into The Portal

279 Darren M Thu, Feb 11, 2021 [Digital Phone Lines](#), [IC-talk 3 Cloud Phone System](#) 675

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.

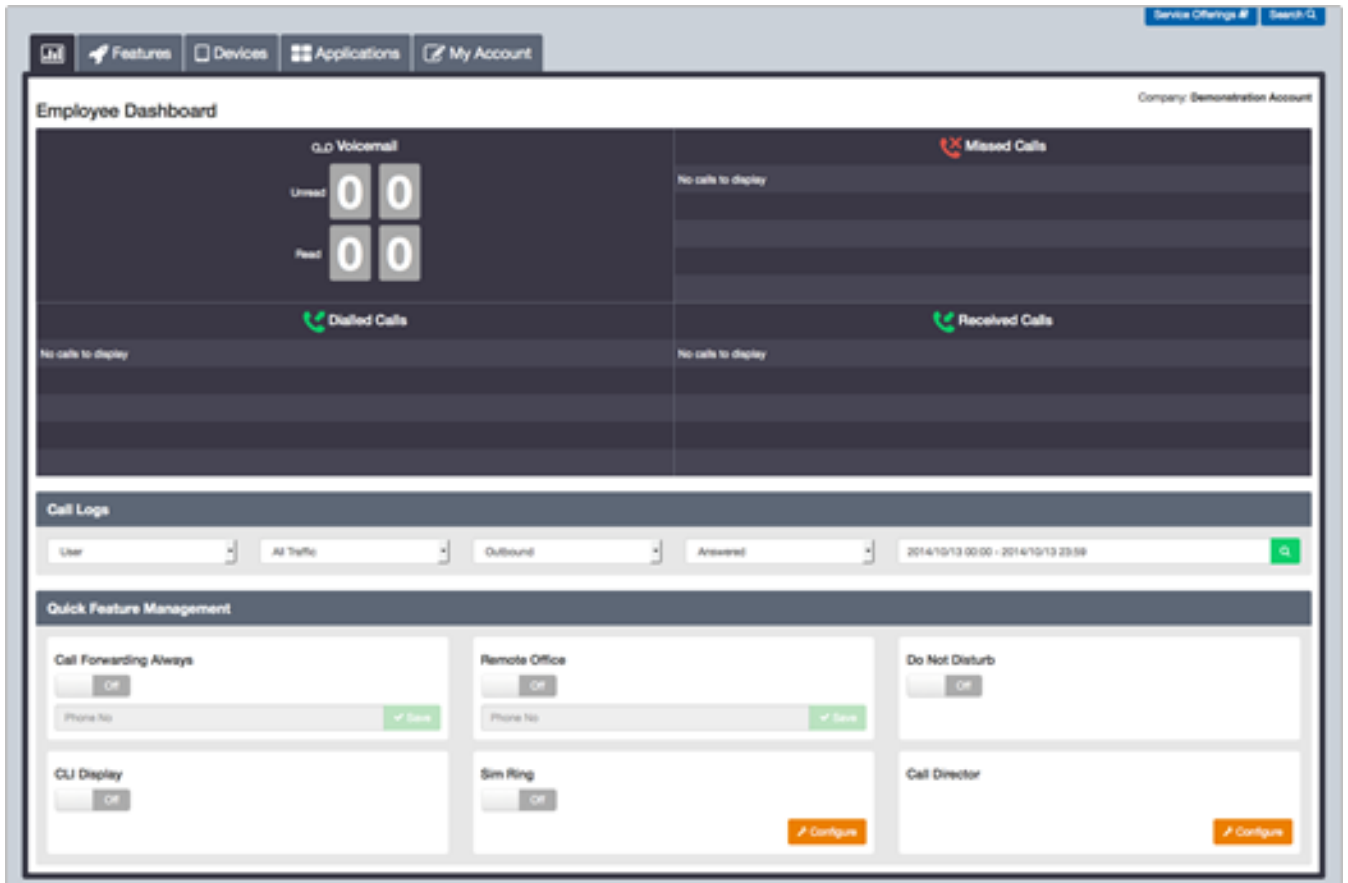
The login to the portal can be found here - <https://portal.yourwhc.co.uk/>

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

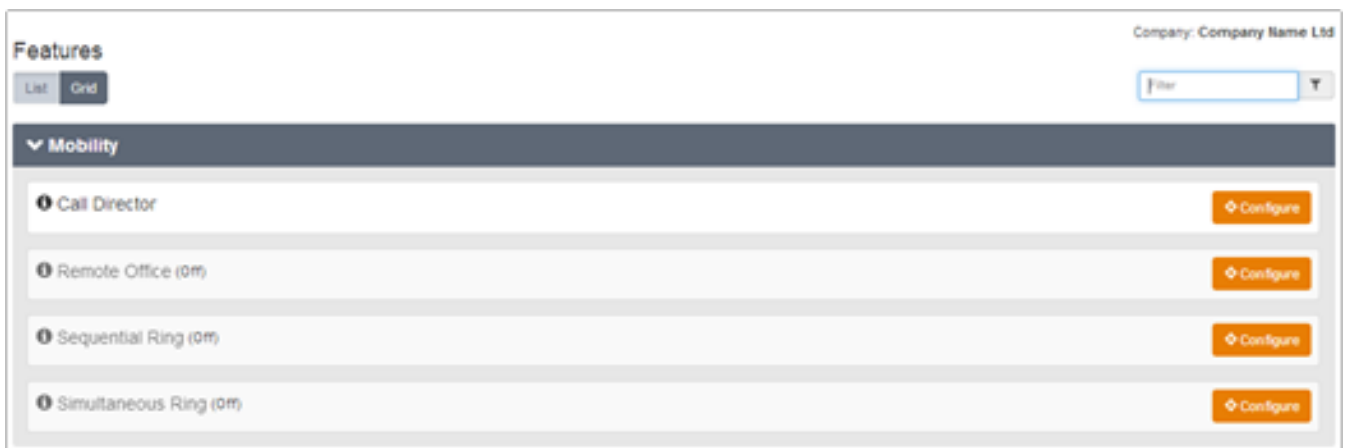
When you log in for the first time, you will be greeted with your Dashboard screen:

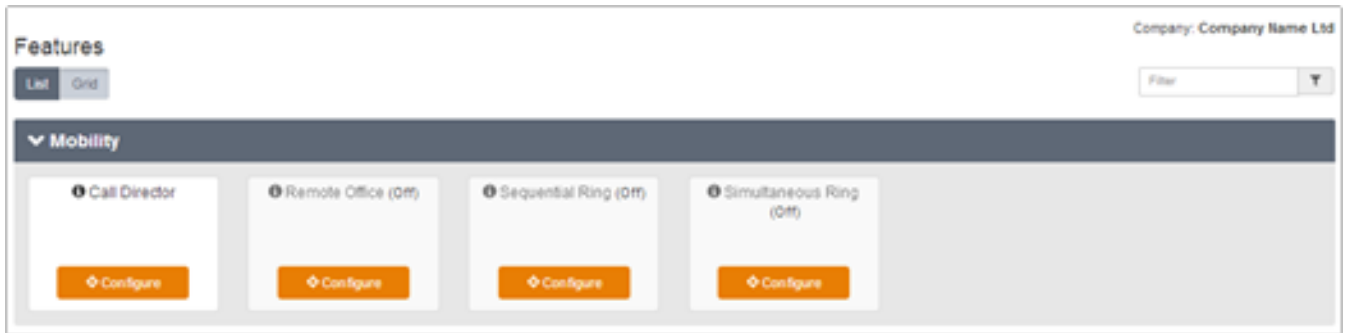


Navigating The Portal

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 displays 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 and highlighted. Below the navigation bar, the page is titled 'My Account' and contains two main sections: 'User Details' and 'Contact Details'. The 'User Details' section includes fields for Username (user.four), Directory Number (+44 1314 960252), Extension (252), and Language (English). The 'Contact Details' section includes fields for Firstname (user), Surname (four), Email Address (julian.melvil@gmail.com), Phone Number (+44-1314960252), Country (United Kingdom), Street Address, Town/City, County (West Sussex), and Postal Code. A 'Password to Change' section is also visible, with fields for Password, New Password, and Confirm Password. A green 'Save' button is located at the bottom of the form. A callout box on the right side of the page, titled 'My Account', lists two bullet points: 'Employee details.' and 'Reset passwords.'

User Details	
Username	user.four
Directory Number	+44 1314 960252
Extension	252
Language	English

Contact Details	
Firstname	user
Surname	four
Email Address	julian.melvil@gmail.com
Phone Number	+44-1314960252
Country	United Kingdom
Street Address	Street Address
Town/City	Town/City
County	West Sussex
Postal Code	Postal Code

Password to Change	
Password	Portal Login
New Password	New Password
Confirm Password	Confirm Password

My Account

- Employee details.
- Reset passwords.

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