My Cloud Services Portal: User



Sign In

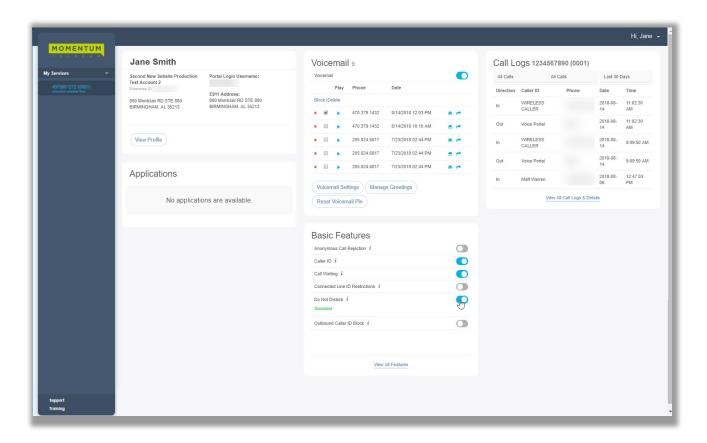
To Access the My Cloud Services Portal:

- 1. Open a web browser and enter the URL (web address) provided to you via email for online account management. Example: https://portal.momentumtelecom.com/
 - Note: Contact your account administrator to retrieve your <u>initial</u> sign in credentials.
- 2. Enter your Username (1234567890@mymtm.us format) and Password, as requested.
 - Use the <u>Forgot Password?</u> link to retrieve your portal sign in credentials via email whenever necessary.
- 3. Click the **Sign In** button and the My Cloud Services Portal opens.



My Services

Once the site is open you have access to manage all your communications services. The menu offers access to the My Services Dashboard (Home), Support, and Training pages.



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Dashboard Features

The My Services Dashboard (Home page) displays important account information in section widgets (cards) that offer quick access to view and manage the features and settings included with your account.

Profile

The **Profile** card offers everything you need to manage your profile. It displays a summary of your account information (Name, Address, Phone Number, User ID, Device model, etc.), and provides a View Profile link to manage the account Password, Temporary e911 address, notification email(s), and directory information.

Applications

The **Applications** card displays links to the sign in page for any add-on applications included with the account.

Voicemail

The Voicemail Card provides easy access to voicemail messages and feature management tools right from the Dashboard. The most recent messages are listed on the Dashboard for review. A red dot highlights unheard messages. The tools needed to play, delete, and forward voicemails, block future calls, manage all the voicemail settings and greetings, review and manage any additional messages, and reset the access PIN are provided here.

Call Logs

The Call Logs card displays a list of the latest incoming and outgoing calls on the account, with filters to review specific call types and date ranges. It also provides easy access to review and create a report of up to 1000 calls within the past 90 days.

Basic Features

The Basic Features card provides instant access to the account's On/Off feature settings with information about each one listed. This section also provides a View All Features link that opens the **Settings** page where users may review and manage the setup for ALL of the voice services features on the account.









