

Cloud Services Portal User

Sign In

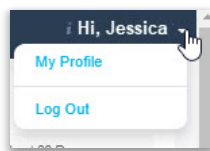
1. Open a browser and enter the secure URL (<https://bizvoice.liveoakfiber.com>) provided to you for online account management.
2. Enter your Username (xxxxxxx@domain.xx) and Password credentials, as requested.
The [Forgot Password?](#) link can be used to retrieve your information via email, where a 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.



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.

The screenshot shows the user's dashboard with the following sections:

- My Services:** Jessica Roach, Portal Login Username: [redacted], Enterprise ID: [redacted], 1112, E911 Address: [redacted]. [View Profile](#)
- My Tools:** Documents, Contact Directory
- Contact Directory:** 0 contacts. [Upload Contacts](#), [Add Contact](#). No records available.
- Applications:** No applications are available.
- Voicemail:** 14 voicemails. [Play](#), [Phone](#), [Date](#). [Voicemail Settings](#), [Manage Greetings](#), [Reset Voicemail Pin](#), [Message Deposit](#). [View All Voicemails & Details](#)
- Basic Features:**
 - Anonymous Call Rejection:
 - Caller ID:
 - Call Waiting:
 - Connected Line ID Restrictions:
 - Do Not Disturb:
 - Outbound Caller ID Block:[View All Features](#)
- Call Logs:** 2054193107 (102). [All Calls](#), [All Calls](#), [Last 30 Days](#).

Direction	Caller ID	Phone	Date	Time
In	Patrick Higgins	[redacted]	4/9/2020	01:14:07 PM
Out			3/31/2020	12:11:36 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	[redacted]	3/18/2020	11:28:07 AM

[View All Call Logs & Details](#)