

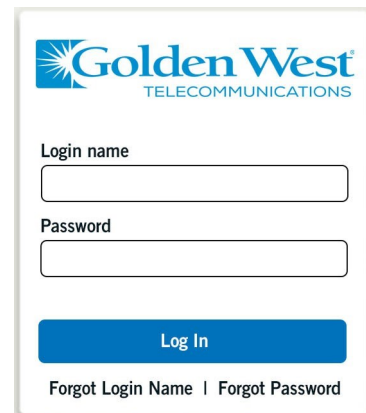
Hosted PBX by Golden West

Logging into the Web Portal

To log in to the web portal:

1. Launch a web browser.
2. In the browser address bar, type the supplied portal URL and press the Enter key.
3. At the Login page, enter the login name **ext@customerdomain.com**, where *customerdomain.com* typically is the same as your email address domain. Then enter your password. For security, each typed password character is masked by a dot (•).
4. Click **Log In**.
5. At the top-right of the page, click the **Manage Organization** link.

Note: If the Manage Organization link does not appear, you do not have Office Manager permissions.



The screenshot shows the login interface for Golden West Telecommunications. At the top left is the Golden West logo. Below it are two input fields: "Login name" and "Password". A blue "Log In" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot Login Name" and "Forgot Password".

