



WESTCOAST CLOUD VOICE  
powered by Blueface

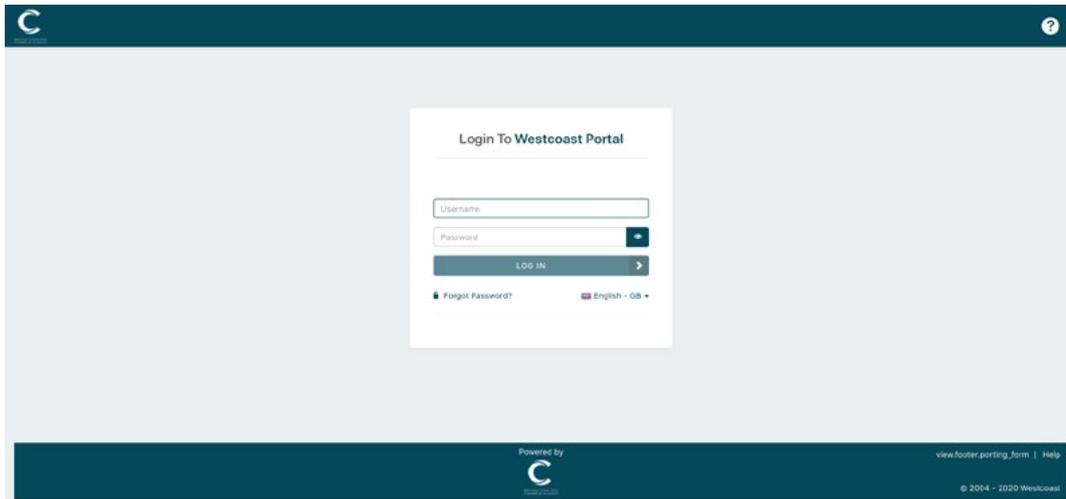


# HOW TO LOG IN

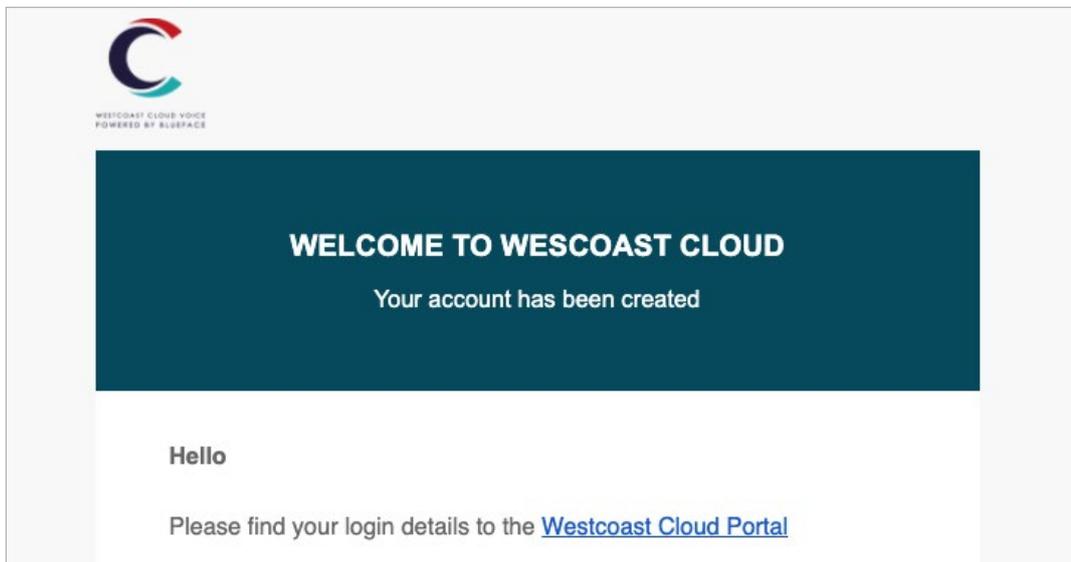
Version 1 – updated: Monday, March 9th, 2020

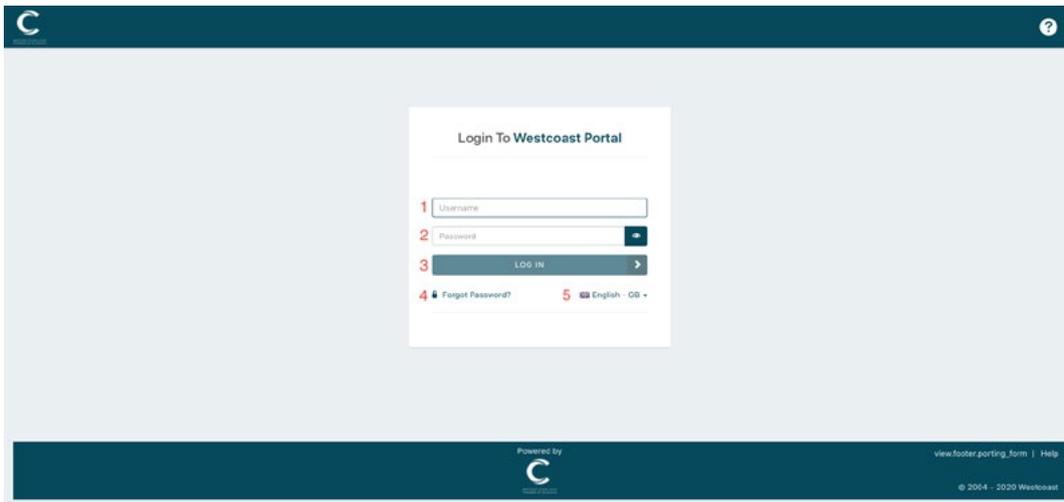
# HOW TO LOG IN

To log into your UC portal account, please open a web browser (Google Chrome is recommended) use the following [this link](#) which will bring you to the below log-in screen.



You will have received your login credentials in your welcome email (image below) which you should have received once your account build was completed. Below the link to the portal, as seen in the image below, you will find details of your access credentials.





1. Username	Enter the username provided in your welcome email
2. Password	Enter the password provided in your welcome email
3. Optional log-in	Select from the alternative log-in options in the dropdown
4. Forgot password	Click here to request a password reset
5. Language select	Select your appropriate language from the dropdown
6. Help	When selected, both options will navigate you to the Westcoast Cloud website help section

Once you have populated all the necessary fields with the required information please select **'LOG IN'** to access your UC portal account.

Once you have logged in, you will be brought to the portal dashboard. Your password can be updated by clicking on your user profile avatar in the top right-hand corner, followed by **'Settings'** and **'Update Password'**.

Your account manager will set up your access to the portal and will add all of the required devices, numbers, users and voice mailboxes outlined on the configuration document. As a result, you can immediately start using all the unified communications features Westcoast Cloud offers your business.

## PASSWORD RESET

In the event that you misplace or forget your password, please select **'Forgot Password'** as outlined above in point 4. This will populate the below fields.

Please enter the username or email address associated with your Westcoast Cloud Voice portal account and your credentials will be sent along with further instructions to your email account.

Once you have reset your password, revisit the log-in screen and enter your new credentials to access the portal.



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## USEFUL CONTACTS

To set up partner or customer accounts on  
Westcoast Cloud Voice portal please email:  
**[admin@westcoastcloud.co.uk](mailto:admin@westcoastcloud.co.uk)**

For sales info: **[voice@westcoastcloud.co.uk](mailto:voice@westcoastcloud.co.uk)**,  
or support: **[support@westcoastcloud.co.uk](mailto:support@westcoastcloud.co.uk)**