



HOSTED VOICE QUICK START GUIDE SINGLE SIGN-ON

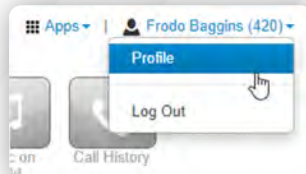
Single Sign-On (SSO) allows Hosted Voice users to remember the credentials of another account to access the power of the Administrator/User Portal. With the click of a single button, you will automatically be launched into your account. SSO reduces the number your logins to one set of credentials.

SETTING UP SSO ON USER ACCOUNTS

To configure Single Sign-On for your user account, you must be on your own account, and enabled by your Hosted Voice Administrator. Logging in with SSO bypasses any Multi-Factor Authentication configured.



1. Log in to User Portal.



2. Select Profile under your name.

Note: Administrators must select My Account under their name first.

3. Scroll down to Account Security and select the type of Single Sign-On you want to enable.

4. When prompted, enter your login credentials.

5. Once you've logged in, the Single Sign-On field will update to reflect the email address of your account.

6. You will need to enter your Current Password to Save.

