# QUICK START GUIDE RESIDENTIAL VOICE SERVICES WEB PORTAL



### **SIGN IN**

- Open a browser and enter the URL (web address) for online account management: https://portal.rpx-momentum.com
- 2. Enter your Username and Password to sign in. Your Username is the email address XXXXXXXXQ@mymtm.us that includes your 10-digit phone number.

Use the Forgot Password? link to retrieve your information via email, if necessary.

3. Click the **Sign In** button to open the Portal. Once you have signed into the portal, all the tools you need to manage your features and account settings are right at your fingertips.

If left idle for too long, the Portal closes and brings you back to the **Sign In** page to keep your information safe.

## MY SERVICES DASHBOARD FEATURES

#### Profile

View/Edit your profile information password, notification emails, your temporary e911 location, and your directory information — right from here.

#### Voicemail

Manage your greetings, change your settings, reset your PIN and even block callers from this section.

#### **Basic Features**

Your On/Off feature settings are displayed right here for easy access, along with a link to View All Features so you can manage all of the voice services feature settings on your account.

