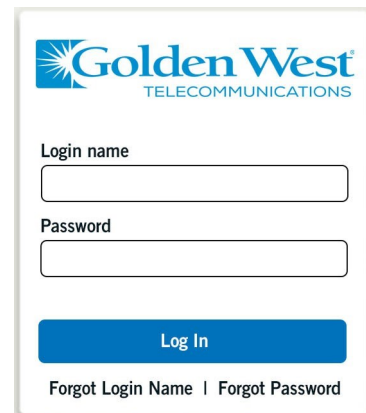# Hosted PBX by Golden West

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.