

# Partner Portal Registration & Access Guide

Step-by-Step Instructions for New & Existing Users

## **Guide to Re-Registering to Broadvoice Partner Portal**

If you need to regain access to your Partner Portal, follow the steps below to reset your password and re-register:

## **Step 1: Access the Portal**

• Navigate to the **Broadvoice Partner Portal URL** in your web browser.

## **Step 2: Reset Your Password**

- On the login/registration screen, click "Forgot Password?"
- Enter the email address associated with your account and submit the request.

## **Step 3: Check Your Email**

- You will receive an email from no-reply@allbound.com with instructions to reset your password.
- If you do not see the email within a few minutes, check your spam/junk
   folder, as it may have been filtered there.

## Step 4: Set Up a New Password

- Follow the instructions in the email to create a **new secure password** for your Partner Portal account.
- Once the password reset is complete, return to the portal and log in with your updated credentials.

## **Troubleshooting & Support**

- If you do not receive the password reset email, verify that you entered the correct email address associated with your account.
- If you still experience issues, contact your **Channel Manager/PSM** or support team for further assistance.

  broadvoice contact

# Guide to Registering for Partner Portal (First-Time Users)

If you have never logged into Partner Portal before, follow these steps to create your account and gain access to the Broadvoice partner portal.

## **Step 1: Access the Registration Page**

• Go to Broadvoice Partner Portal Portal

## **Step 2: Request an Account**

Click on the "Request an Account" option on the login page.

## **Step 3: Enter Your Email**

- Use the same email associated with your Broadvoice account.
- Click Next to proceed.

### **Step 4: Complete Your Registration**

- Enter your First Name and Last Name.
- Create and confirm a secure password.
- Follow any additional instructions to complete your registration.

## Step 5: Verify & Login

- Check your email for a confirmation message from noreply@allbound.com.
- If you don't see the email, check your spam/junk folder just in case.
- Follow the email instructions, then log in using your new credentials.

# **Need Help?**

If you experience any issues during registration, reach out to your **Channel**Manager/PSM or support team for further assistance.

By following these steps, you will successfully create your Partner Portal account and gain access to the Broadvoice partner portal.