

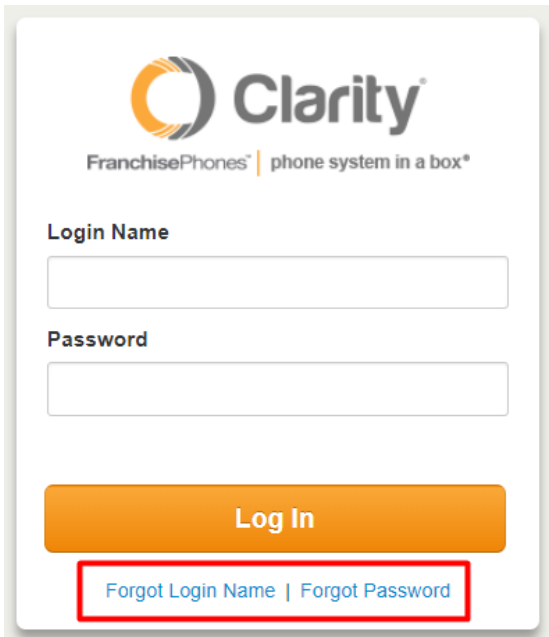
Setting Up Your Portal Password Update is as Easy 1, 2, 3

1. Navigate to portal.clarityvoice.com, you should see the login page:

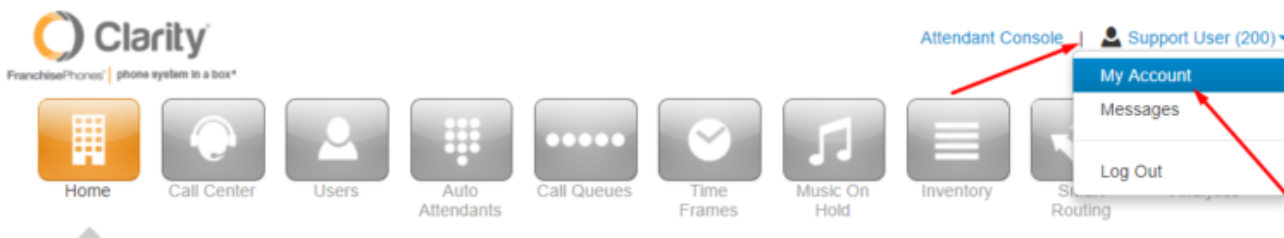


The screenshot shows the Clarity login page. At the top left is the Clarity logo, which consists of a stylized orange and grey 'C' followed by the word 'Clarity' in a bold, sans-serif font. Below the logo is the text 'FranchisePhones | phone system in a box*'. The main content area contains a 'Login Name' label above a text input field with the placeholder text 'extension@domain'. Below that is a 'Password' label above a password input field with four black dots. A large orange 'Log In' button is centered below the password field. At the bottom of the page, there is small text that reads 'Powered by Clarity©' and 'Manager Portal: Version 1227.1.1 (01-N)'.

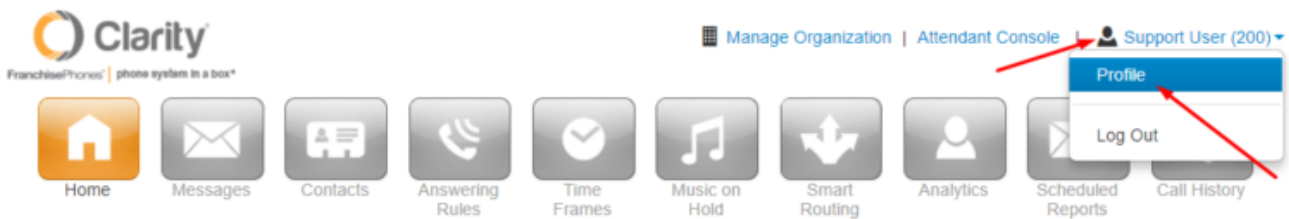
2. Enter your **Extension** and **Domain**, for example, 200@handyman, along with your password. If you don't know your password, click **Forgot Password** to have a password reset email sent to you. **Click Login.**



3. Click on your **Extension** name in the top right corner, then choose **My Account**. ***NOTE:** This step is for Office Manager permissions. If you do not have Office Manager permissions, skip to the next step.



4. In the top right corner, click on the extension name again and choose **Profile**.



5. The **Profile** page has a new **Change Account Security** section. Enter your email address (if there is no email address entered) and enter a new portal password and voicemail PIN. ***NOTE:** The voicemail PIN can be the same as a previously used PIN.

Profile ✕

Directory Options Announce in Auto Directory
 List in Directory

Caller ID Information

Area Code

Caller ID

911 Caller ID
You cannot edit your 911 Caller ID

Change Account Security

Email Address(es) +

New Password

Confirm New Password
Minimum length of 8 characters, minimum of 1 capital letter(s),
minimum of 1 number(s), minimum of 1 number(s).

Current Password
Your current password is required to update your email address
or security information.

Change Voicemail PIN

New PIN
Minimum length of 4 characters, Numbers only.

6. Click **Save** when you're finished.

If you have any additional questions or require additional assistance, please contact Support at 800.676.3995. We are available 8 AM to 9 PM EST, Monday through Friday. Or, feel free to contact us on our support page at: <https://clarityvoice.com/support/>

[CLICK HERE FOR MORE CLARITY QUICK TIPS!](#)