Web Portal Quick Start Guide
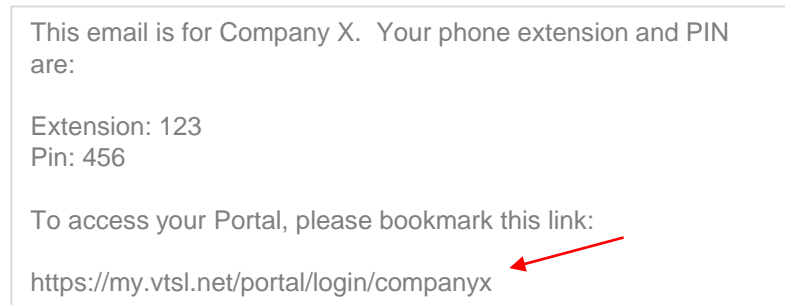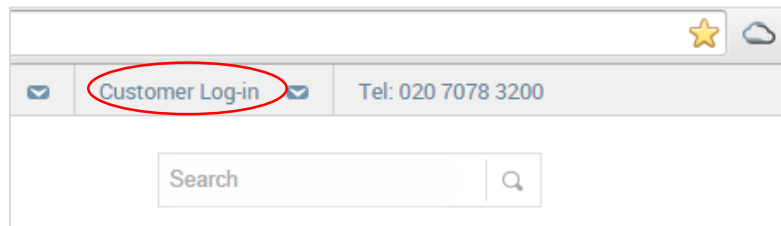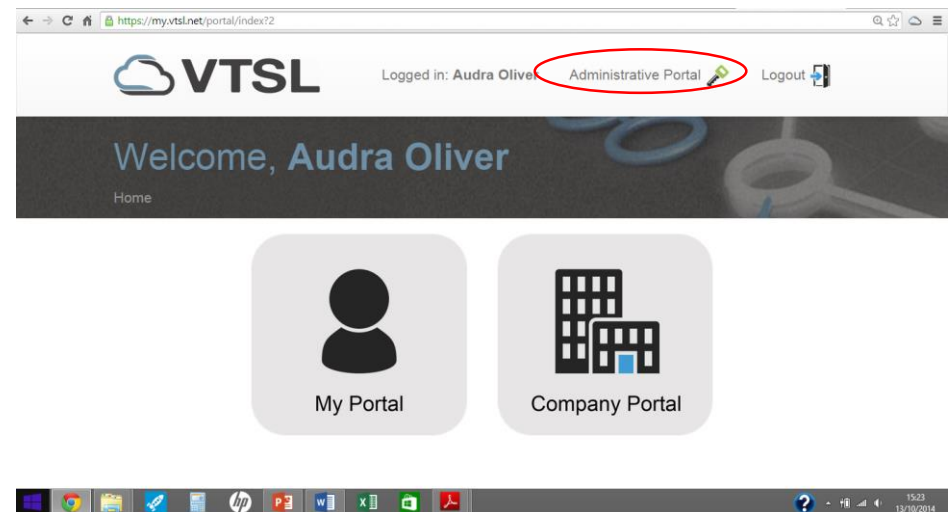
1. VTSL Support emails you with your extension, pin and link to the web portal. The first time you access the portal **it must be through the link in the email.**

This email is for Company X. Your phone extension and PIN are:

Extension: 123
Pin: 456

To access your Portal, please bookmark this link:

https://my.vtsl.net/portal/login/companyx

2. After the first time, you can access the portal through the Customer Log-in on our website **www.vtsl.net**, or through a saved bookmark.

Customer Log-in   Tel: 020 7078 3200

Search

3. Once logged in, click on My Portal to make changes to your own user account, and Company Portal to make company-wide changes.

Logged in: Audra Oliver   Administrative Portal   Logout

Welcome, **Audra Oliver**

Home

My Portal

Company Portal

4. For advanced changes, click Administrative Portal in the upper right hand corner.