



HOW TO MANAGE SITE CONTACTS

Fusion Connect Client Portal

Resources

Watch a Video:

[How To Manage Site Contacts](#)

More Resources:

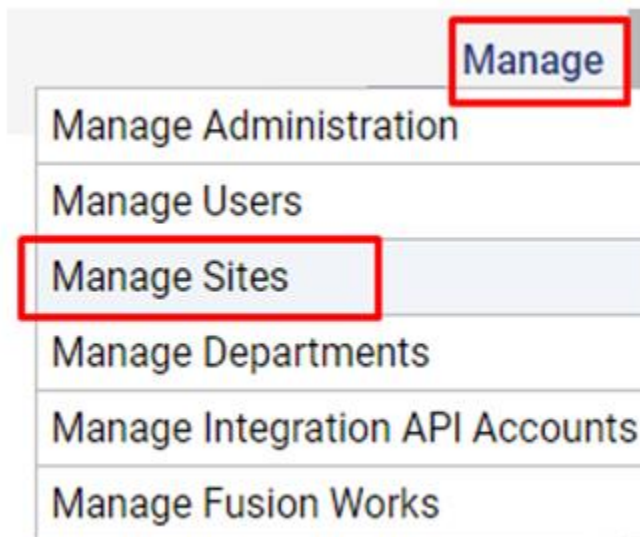
See a complete list of Fusion Connect Client Portal How-To Documents here:

<https://www.fusionconnect.com/support/portal-support>

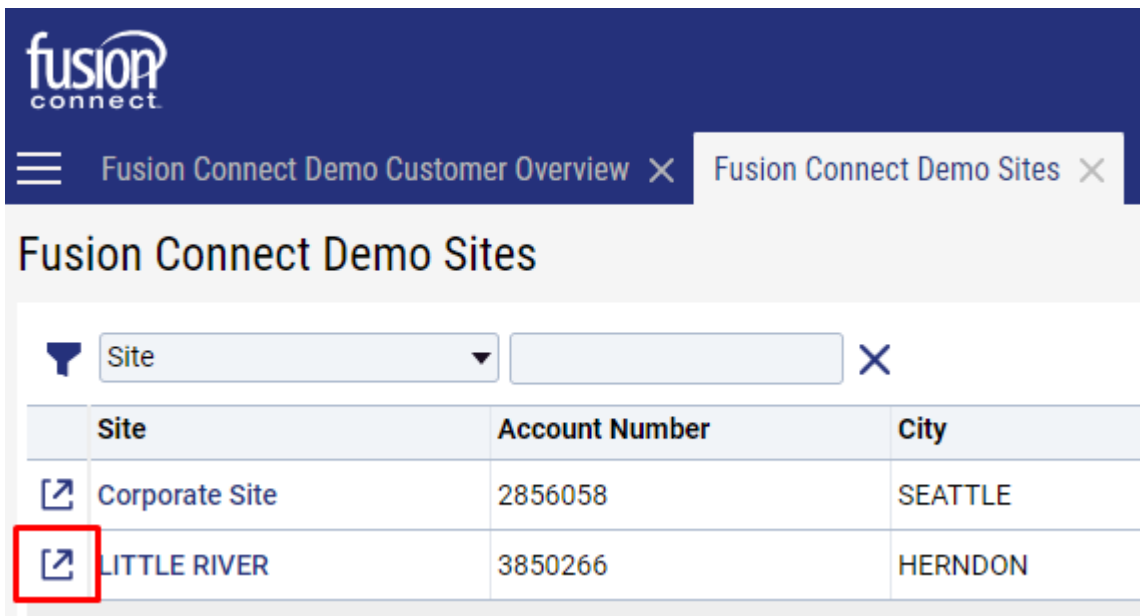


How do I manage Site contacts?

You can change the names of your sites in the Sites tile by clicking **MANAGE** (*top right corner*), then choose “**Manage Sites**”:



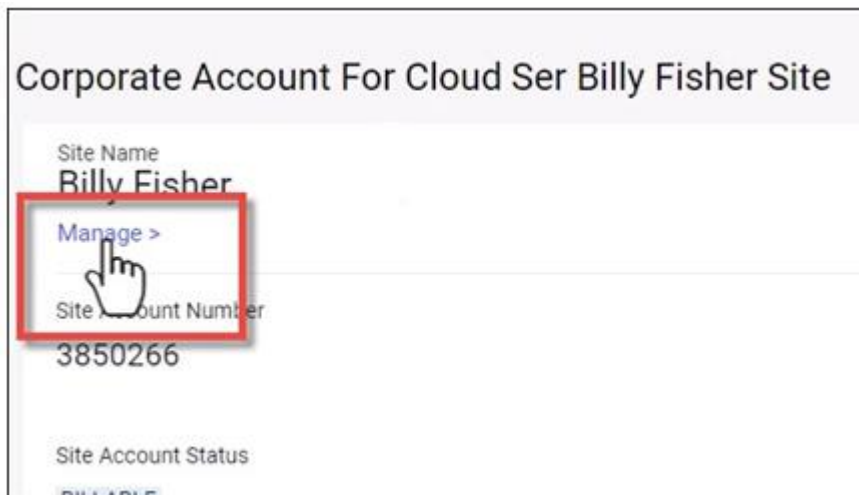
Then, click on the **Popout icon** to edit the Site.



The screenshot shows the Fusion Connect Demo Sites interface. At the top left is the Fusion Connect logo. Below it is a navigation bar with two tabs: "Fusion Connect Demo Customer Overview" and "Fusion Connect Demo Sites". The main heading is "Fusion Connect Demo Sites". Below the heading is a search filter with a dropdown menu set to "Site" and an empty search input field. Below the search filter is a table with three columns: "Site", "Account Number", and "City". The table contains two rows: "Corporate Site" with account number 2856058 and city SEATTLE, and "LITTLE RIVER" with account number 3850266 and city HERNDON. A red box highlights the "Manage" link (represented by a square icon with a diagonal arrow) next to the "LITTLE RIVER" site name.

Site	Account Number	City
Corporate Site	2856058	SEATTLE
LITTLE RIVER	3850266	HERNDON

Then, under the Site Name click the **Manage** link.



The screenshot shows the "Corporate Account For Cloud Ser Billy Fisher Site" page. The page displays the site name "Billy Fisher" and the site account number "3850266". A red box highlights the "Manage >" link, which is accompanied by a hand cursor icon. Below the account number, the site account status is shown as "BILLABLE".

Corporate Account For Cloud Ser Billy Fisher Site

Site Name
Billy Fisher

Manage >

Site Account Number
3850266

Site Account Status
BILLABLE

When the site details open, scroll down and click the **Edit** button under the Access Hours section:

First Name Last Name
Phone Email
Ext

Access Hours

The times below are shown in your browser's time zone.

Pacific

Day	Start	End
Mon-Fri <input checked="" type="checkbox"/>	6:00 PM	3:00 AM

Edit

Then, scroll back up to the Site Contact section and update the **Local Site Contact**, **Shipping Site Contact** and **Technical Site Contact** information as needed.

You can add or edit their First / Last Name, Phone Number, and their Email address:

Country UnitedStates

Site Contact

Local Site Contact
First Name Billy Last Name Fisher
Phone +17033762776 Email billy.fisher@megapath.com
Ext

Shipping Site Contact
First Name William Last Name Fisher
Phone +17033762776 Email billy.fisher@megapath.com
Ext

Technical Site Contact
First Name Last Name
Phone Email
Ext

Access Hours

Scroll back down and select the **Apply** button or the **Save** button to save your changes.

Note: Apply will save your change but keep you on the same screen. Save will save the change and close the tab.

Access Hours

The times below are shown in your browser's time zone.

Pacific

Day	Start	End
Mon-Fri <input checked="" type="checkbox"/>	1:00 AM	10:00 AM

Apply Save Cancel