



# HOW TO MANAGE A SITE NAME

## Fusion Connect Client Portal

## Resources

### Watch a Video:

[How To Manage A Site Name](#)

### 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 the name of a Site?

You can change the names of your sites in the Sites tile by clicking on the **View all Sites** link.

Corporate Account For Cloud Ser Customer Overview

Sites

Total 8

Down 0

Alarm 0

Off 0

Inactive 0

Site	Account Number	City	State
Ashley Palacol	3418205	HERNDON	VA
Billy Fisher	3850266	HERNDON	VA
Billy Fisher LITTLE RIVER	3992460	LITTLE RIVER	SC

1 - 3 of 8

Manage >

Page 1 of 4








View all Sites >

*Note: Your Main Site's name cannot be changed here due to billing reasons.*

To edit a Site name, click the **icon** to the left of the Site name.

Corporate Account For Cloud Ser Customer Sites

Total 8 Up 8 Down 0 Alarm 0 Off 0 Inactive 0

Site	City
 Asney Paragon	HERNDON
 Billy Fisher	HERNDON
 Billy Fisher LITTLE RIVER	LITTLE RIVER
 Billy Fisher LITTLE RIVER 1	LITTLE RIVER
 Corporate Account For Cloud Ser	Seattle
 John Scarborough	SEATTLE
 Pleasanton Office	PLEASANTON

1 - 7 of 8

Under the Site Name, click the **Manage** link.

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 to the **Edit** button under the Access Hours section and click it.

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 Details section and update the Site Name as needed.

Corporate Account For Cloud Ser Customer Overview × Corporate Account For Cloud Ser Customer Sites × Corporate Account For Cloud Ser Billy Fisher Site × Corporate Account For Cloud Ser Billy Fisher Customer Site Information ×

Corporate Account For Cloud Ser Billy Fisher Customer Site Information

Site Detail

Site Name \*

Phone

Ext

Site Account ID

Country

Address

Zip

City

State

Site Contact

Local Site Contact

First Name \*

Phone

Ext

Last Name \*

Email \*

Then, 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**