



Hosted Voice Business Group Administrator



911 Address Update User Guide

Revision History

Revision	Date	Description	Initials
1.1	3/17/23	First published version.	JN



Overview

Guide to help assist with entering or updating 911 Notifications for the NHC Hosted Platform.
This will send notifications to the configured parties when 911 is dialed.

Logging in to update 911 Notifications

Log into NHC Business Group Administrator Commportal.

<https://commportal.nhcgrp.com/bg>



CommPortal Web

Please log in below.

Number:

Password:

Remember me on this computer.

Login

If you have forgotten your password, please contact
customer support.

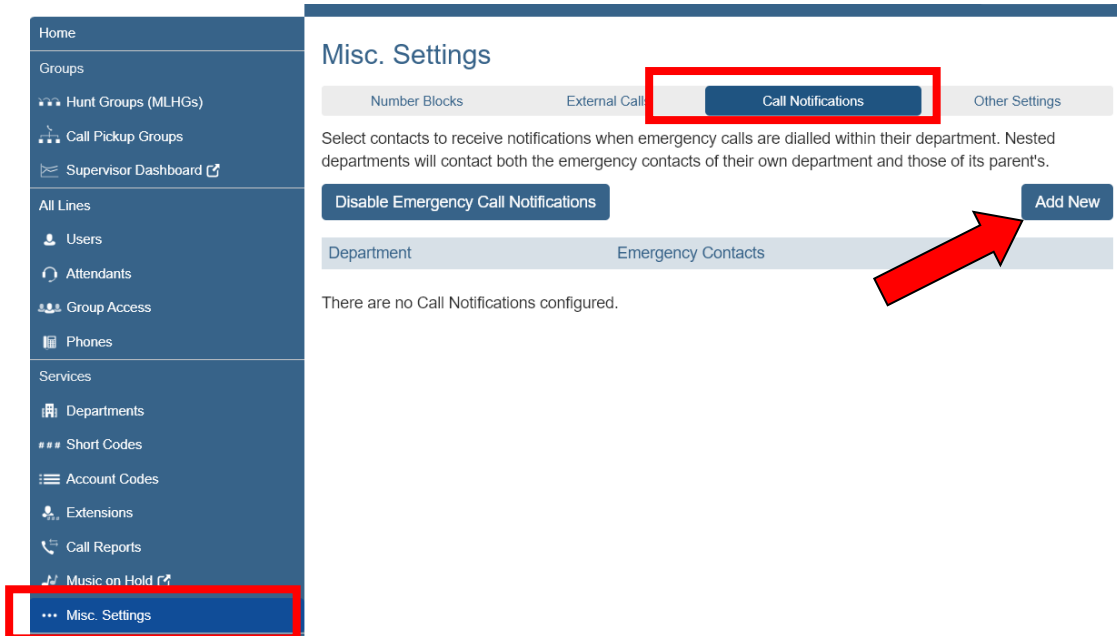
Number – Your Business Group Administrator Number

Password – Your NHC Commportal password.

Click Login



Once in the Admin portal



To configure Email Notification.

Choose Misc. Settings.

Then Call Notifications.

Press Add New. (Pop up box will appear.)

Select the Department you which to configure for.

**these are usually set by location address*

Select email.

Add the name of email recipient.

Add Email address



Click Save

To configure Call Notification.

Choose Misc. Settings.

Then Call Notifications.

Press Add New.

Emergency Callers

Add details for the people to be notified when emergency calls are made from the chosen department.

Department:

Email **Outdial**

Name	Telephone Number
<input type="text" value="C_Bear"/>	<input type="text" value="5558675309"/>
<input type="text"/>	<input type="text"/>

Select the Department you which to configure for.

**these are usually set by location address*

Select Outdial.

Add the name of Outdial recipient.

Add telephone number.

Click Save.