

# Account Management

## Managing your Phone Numbers

### Manage Phone Numbers

You can view, add and manage your VoIP numbers and Cloud PBX settings. First you will need some number on your account, or port your existing numbers over.

#### Add a number

1. Log into <https://portal.herotel.uk>.
2. Select **Account > Numbers**
3. Either port your number or Select **Country > Region > line type > Plan**
4. Click **Add number**

#### Managing your numbers

1. Log into <https://portal.herotel.uk>.
2. Select **Voice tab to manage your numbers.**

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## Functions:

**a**

Click on one of your numbers and you can access that number's **Cloud PBX** settings.

**b**

Go to the Account/Numbers screen to **Remove numbers** and you can delete your number by clicking on the dustbin icon on the right.

**Note:** Think carefully about deleting a number. Once you delete a number it gets removed and quarantined for 3 months.

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Author: Support  
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