

Service Provider Gateway User Set Up Steps

This is **not** a “How To” guide, but rather the step by step process for setting up a User through the Portal for Service Providers using the gateway configuration. For specifics, please see the “How To” guide with the associated step.

1. Identify the correct Tenant that you want the new user to be associated with. IF you need to create a new Tenant please see “Creating a Tenant”.
2. Create a new User
3. Create the Route in Fax Routes
4. Set the Owned by Tenant (the Tenant you created the User under) in Routing Ownership
5. Assign the route to the User in Routing Assignment
6. Once all of this is completed then point the DID at the gateway IP you’ve been assigned
7. Give this 15 minutes
8. Send a test fax to the DID in question

You’re good to go!