How To Set Up Call Forwarding with On-Call Number
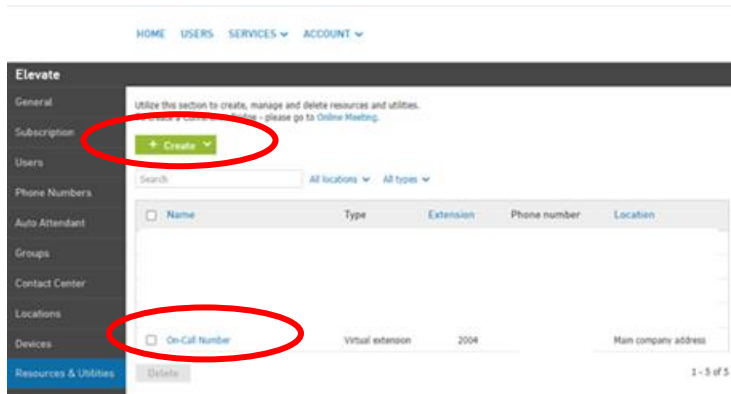
1. Log into the Partner Portal at https://cp.serverdata.net/Portal/User/Login

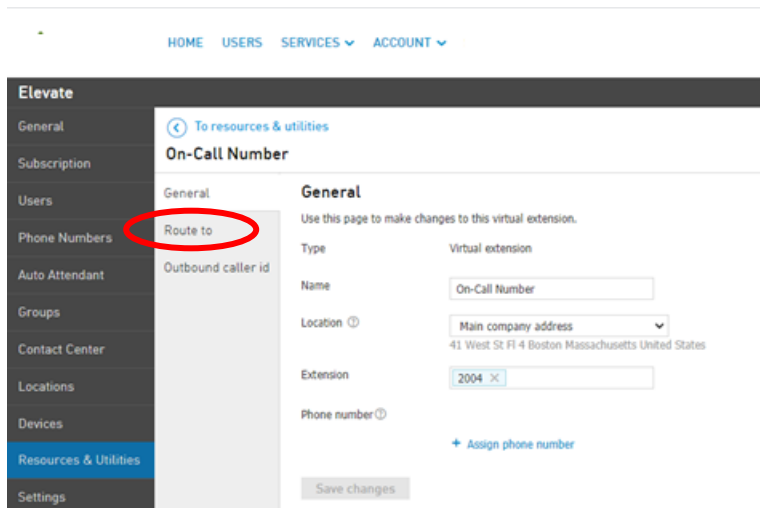2. Once logged in click on **Elevate.**
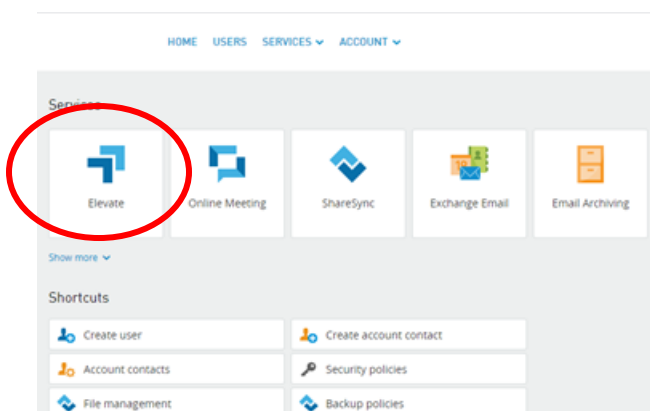
3. Click on **Resources and Utilities** on the bottom to the left:
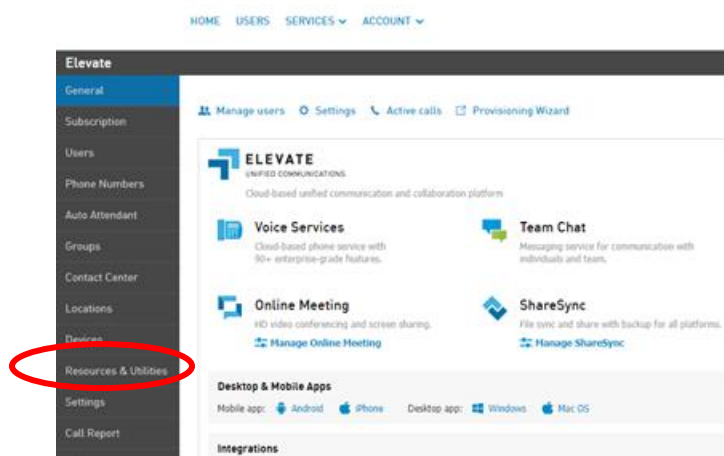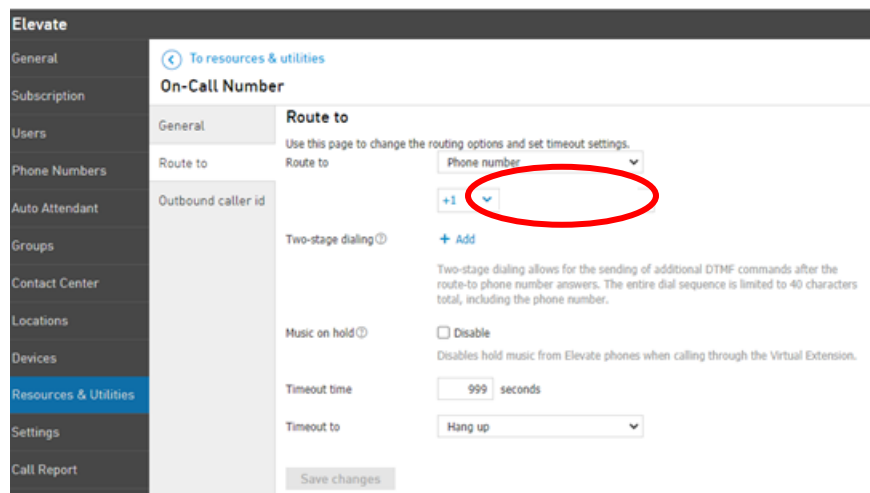
4. Click on the **On-Call Number** under "Name" or hit **Create** to create one.

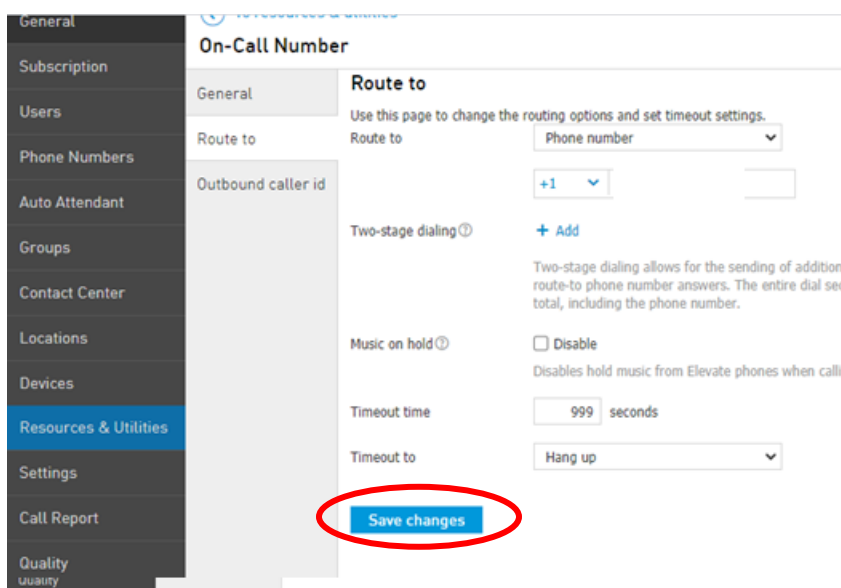5. Click on **"Route To"** option under General:

6. Click on the Route To text box on right under Phone number. Type in the phone number or chose from the drop down a contact you wish to have as the forwarded number.

7. Click **Save changes** and the number will now be updated and forwarded correctly.