## **Create a NocTel Account**

In order to use features of the NocTel hosted phone service, you must first log into the NocTel Control Panel at noctel.com. There are two types of accounts: User Accounts and Business Accounts. You will need a User Account before you can join or create a Business Account. If you don't have one, a new one can be created by following these steps.



In order to join or create a Business Account, you must first create a User Account.

## Step-by-step guide

Creating a User Account:

- Visit noctel.com
  https://www.noctel.com/
- 2. Click the Sign In button located in the upper right corner of the page
- 3. Click the New User Signup link below the log in fields.
- 4. Enter the requested data into the form, filling out each field completely.
- 5. Check the box which states that you have read and accepted the terms and conditions for your account.
  - ✓ I agree to the <u>NocTel Terms of Service</u>.
- 6. Click the "Create User" button.



7. Check your email for a verification link. Upon receiving this, click the link to finish creation of your account.

A Business Account owner can now invite you to join their existing account, or you can create your own business account by selecting the "Plan" that you wish to use.

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