



# TONAQUINT CLIENT PORTAL

[NOC@TONAQUINTDC.COM](mailto:NOC@TONAQUINTDC.COM)

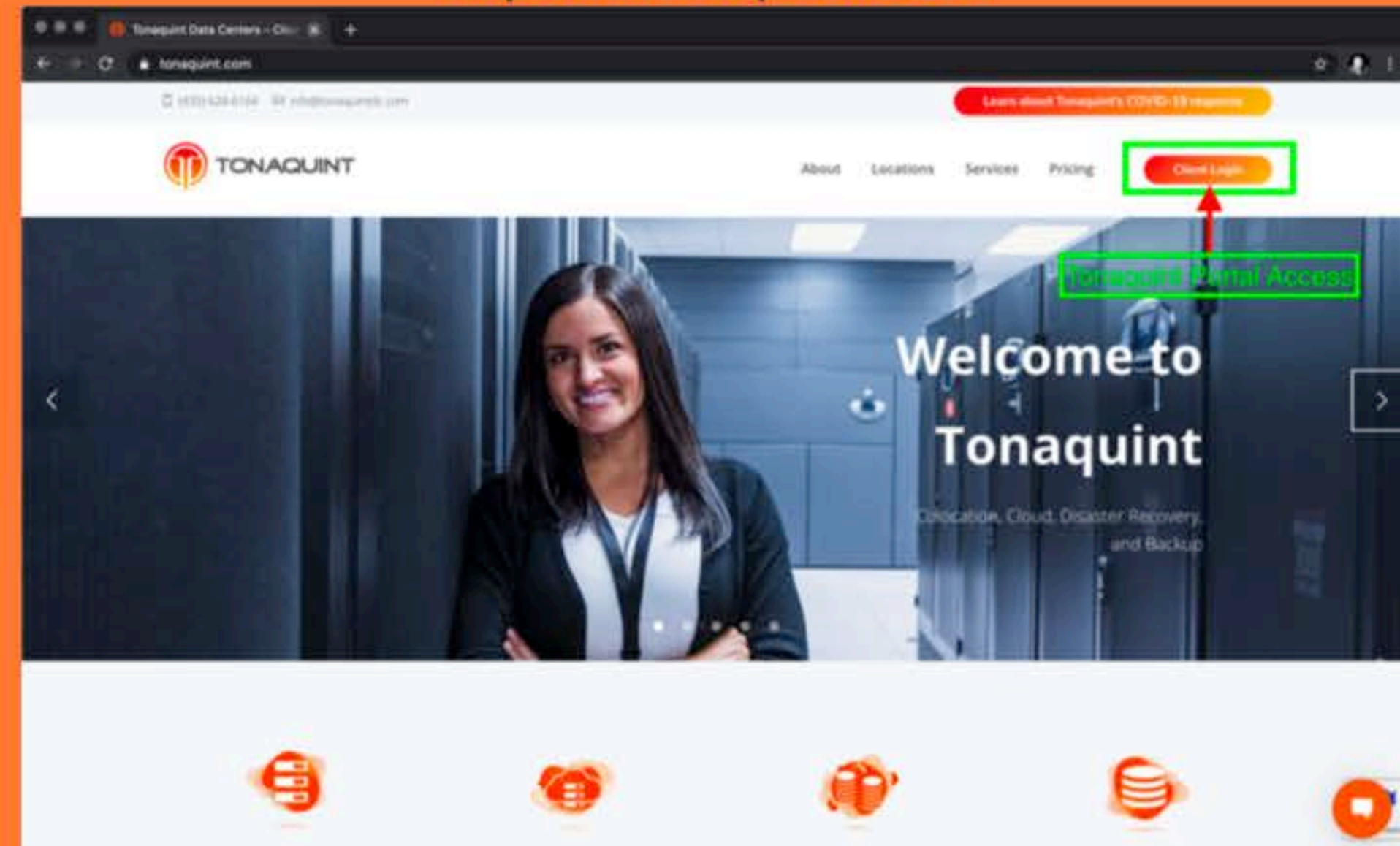
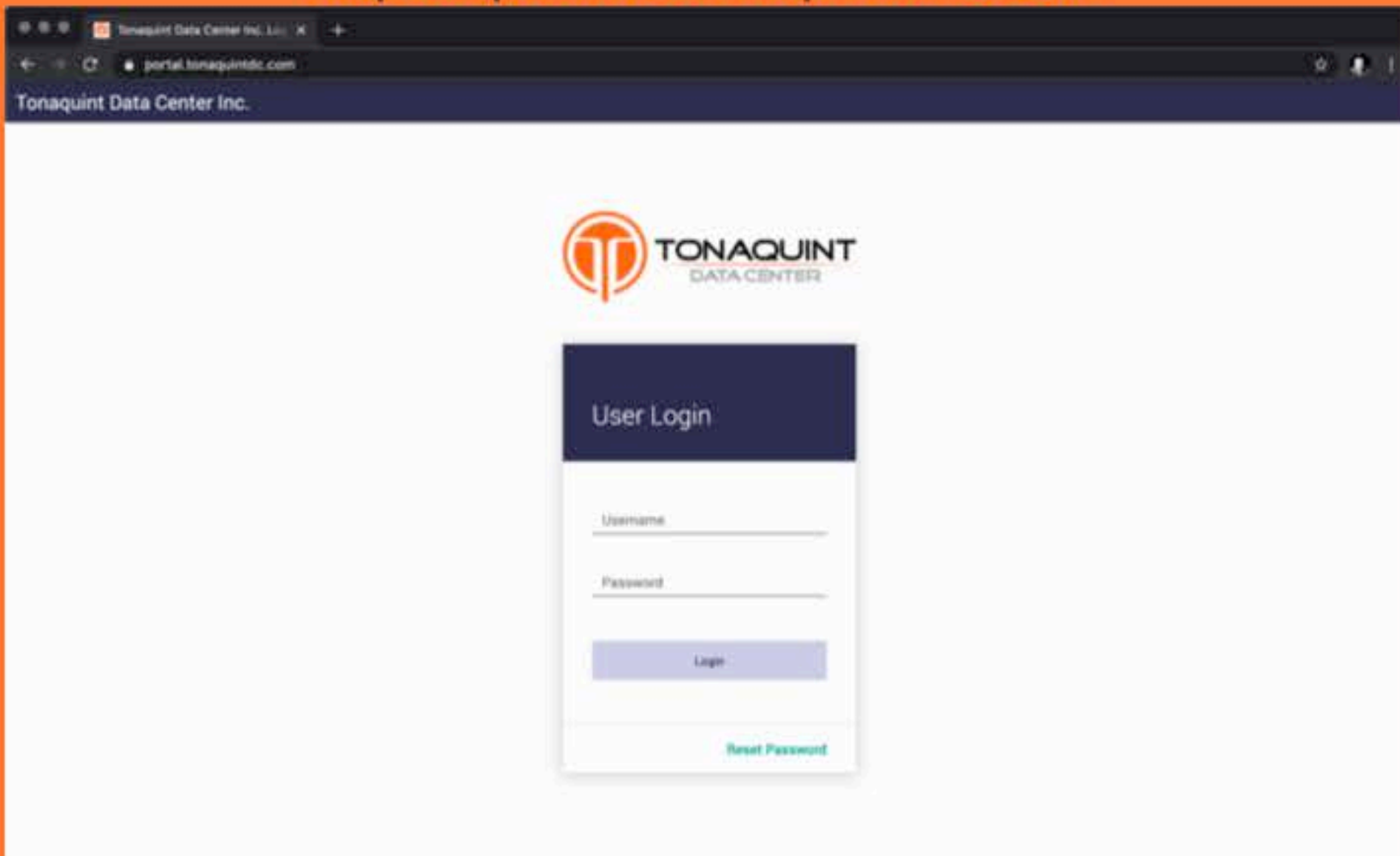
435.628.6164

# ACCESSING TONAQUINT PORTAL

Multiple ways to access our portal.

<https://portal.tonaquintdc.com>

<https://tonaquint.com>



# ADDING CONTACTS

## Adding Contacts For Data Center Access

**Menu**

- ▼ Client Profile
  - [View Profile](#)
  - [Payment Methods](#)
  - [Change Password](#)
  - [View Contacts](#)
- ▶ Support
- ▶ Device Manager

Click Here for Client Profile Page.

Click Here To Add Contact.

AUTHORIZED CONTACTS			add contact
Primary Contact			
Nikola Tesla	Electron@tonaquintdc.com	edit   deactivate	
Billing Contact			
Captian America	Steve.Rogers@tonaquintdc.com	edit   deactivate	
Type 2			
Albert Einstein	E=MC2@tonaquintdc.com	edit   deactivate	
Type 2			
Edward Alderson	Mr.Robot@tonaquintdc.com	edit   deactivate	
Type 1			
Chewbacca	Kashyyyk@tonaquintdc.com	edit   deactivate	

**Add New Contact** Tonaquint Data Center Client ID: 209

Contact Details | Login & Password | Roles | Custom Fields

Name: \* John Wick

Email: John.Wick@tonaquintdc

Title: Type 2

Phone: Phone # Goes Here

Audit Account:  ?

RWhois Roles:  POC  Tech

Save Save & New Cancel

This Pop Up Will Appear.



# CONTACT INFORMATION

**Add New Contact** Tonaquint Data Center Client ID: 209

Contact Details | Login & Password | Roles | Custom Fields

Name: John Wick  
Email: John.Wick@tonaquintdc  
Title: Type 2  
Phone: Phone # Goes Here

Audit Account:    
RWhois Roles:  POC  
 Tech

Save Save & New Cancel

Fill In Contact Information.

**Add New Contact** Tonaquint Data Center Client ID: 209

Contact Details | Login & Password | Roles | Custom Fields

Password Requirements:  
- Password must not be the same as the username  
- Password must be at least 7 characters  
- Password must contain both alphabetic and numeric characters  
- Password cannot be one of the last 4 passwords used

Login:   
Password:  [auto generate]  
Confirm Password:

Save Save & New Cancel

Asses If Portal Access Is Necessary.

**Add New Contact** Tonaquint Data Center Client ID: 209

Contact Details | Login & Password | Roles | Custom Fields

Admin (Type II)   
Billing   
Tech (Type I)   
Vendor (Temp)   
Remote Hands Only

Save Save & New Cancel

Apply Access Type.

**Add New Contact** Tonaquint Data Center Client ID: 209

Contact Details | Login & Password | Roles | Custom Fields

Data Center Specific Data

Remote Hands Pin: 1234  
Mobile Phone:

Save Save & New Unlock Cancel

Add 4 Digit Number Used For Verification.

- ACCESS TYPES:**
- Remote Hands Only**- Phone requests only. No physical access to the data center.
  - Type I**- In addition to allowing phone requests, also allows physical access to the data center
  - Type II**- Has Type I access, but is also the approval manager for any changes to equipment and access lists.

# ADDITIONAL CONTACT INFORMATION

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**For Vendor Access-** Specify In The "Title" Area, "Vendor", Their Admittance Period And Location Allowed.

The screenshot shows the 'Edit Contact' interface for 'Tonaquint Data Center Client ID: 209'. The 'Contact Details' tab is active. The form contains the following fields and options:

- Name: Abraham Lincoln
- Email: Truth@licorice.com
- Title: Vendor, 11/4-11/5 (indicated by a large black arrow)
- Phone: 7
- Audit Account:  ⓘ
- RWhois Roles:  POC,  Tech
- Buttons: Update, Cancel

In Title Area You May Also Specify Any Rooms And Racks For Individual Isolation E.G. Type I, Data Room A, Row 5 Rack 5 Only.

"Whatever You Are, Be A Good One." -Abraham Lincoln-



# RECEIVING NOTIFICATIONS

Click Contact Name.



AUTHORIZED CONTACTS		<a href="#">add contact</a>
Primary Contact	<a href="#">Nikola Tesla</a>	<a href="#">Electron@tonaquintdc.com</a> <a href="#">edit</a>   <a href="#">deactivate</a>
Billing Contact	<a href="#">Captian America</a>	<a href="#">Steve.Rogers@tonaquintdc.com</a> <a href="#">edit</a>   <a href="#">deactivate</a>
Type 2	<a href="#">Albert Einstein</a>	<a href="#">E=MC2@tonaquintdc.com</a> <a href="#">edit</a>   <a href="#">deactivate</a>
Type 2	<a href="#">Edward Alderson</a>	<a href="#">Mr.Robot@tonaquintdc.com</a> <a href="#">edit</a>   <a href="#">deactivate</a>
Type 1	<a href="#">Chewbacca</a>	<a href="#">Kashyyyk@tonaquintdc.com</a> <a href="#">edit</a>   <a href="#">deactivate</a>



This Pop Up Will Appear.

### Notification Subscriptions

Contact: **Edward Alderson** [Mr.Robot@tonaquintdc.com](#)

Notification Type:	Subscribe	Override Address	
Sales Updates:	<input checked="" type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
Facilities Maintenance:	<input checked="" type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
Cloud Maintenance:	<input checked="" type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
Network Maintenance:	<input checked="" type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
DRA Notifications:	<input type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
DRB Notifications:	<input type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
DRC Notifications:	<input type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
DRE Notifications:	<input type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
OPS Notifications:	<input type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>
Carrier Notifications:	<input type="checkbox"/>	<input type="text"/>	<a href="#">edit</a>

[Save](#) [Cancel](#)

Check The Desired Notifications You Would Like To Receive.

