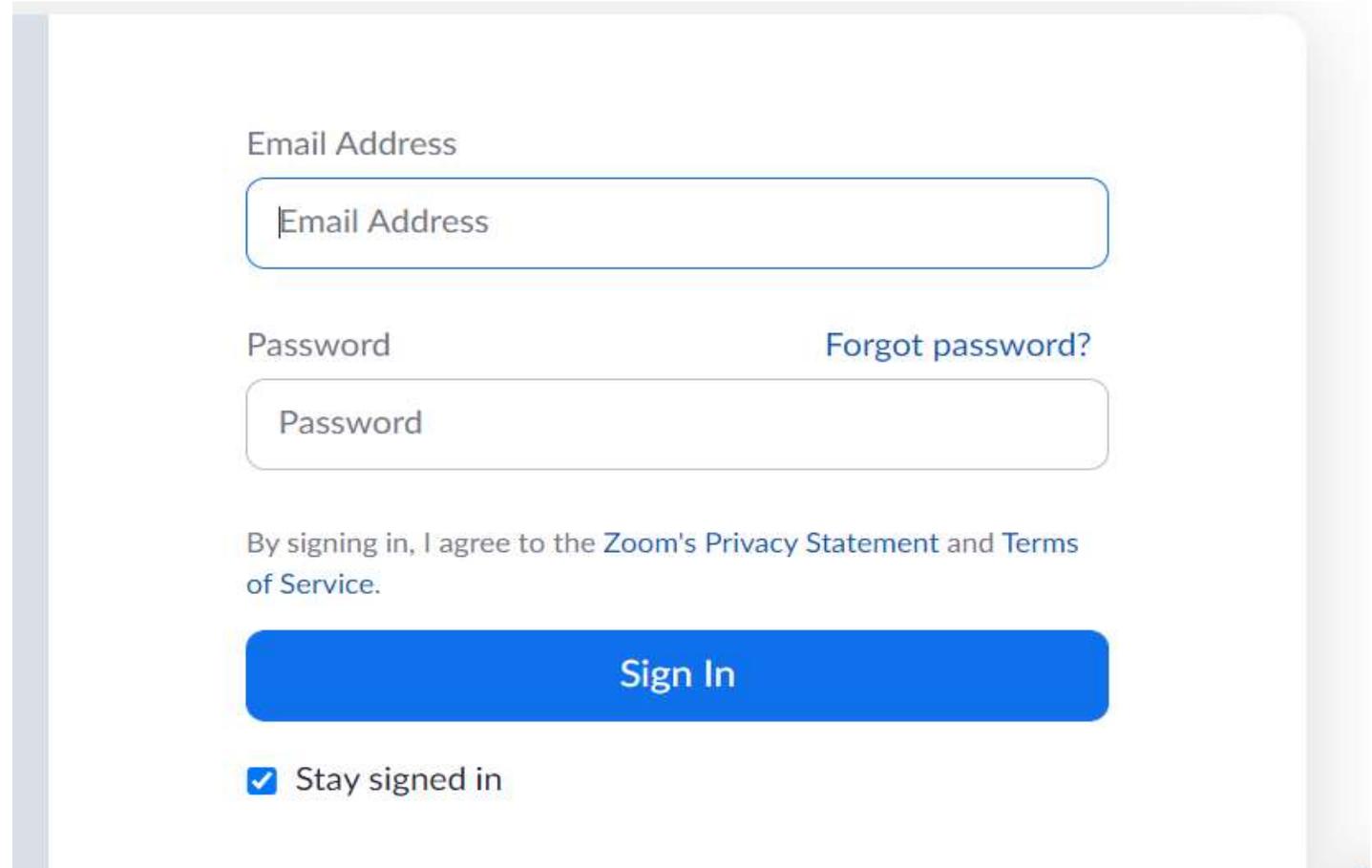


# Adding the App

1. Go to marketplace.zoom.us.
2. Sign-in using your credentials



The image shows a sign-in form for the Zoom marketplace. It includes an email address field, a password field, a 'Forgot password?' link, a 'Sign In' button, and a 'Stay signed in' checkbox.

Email Address

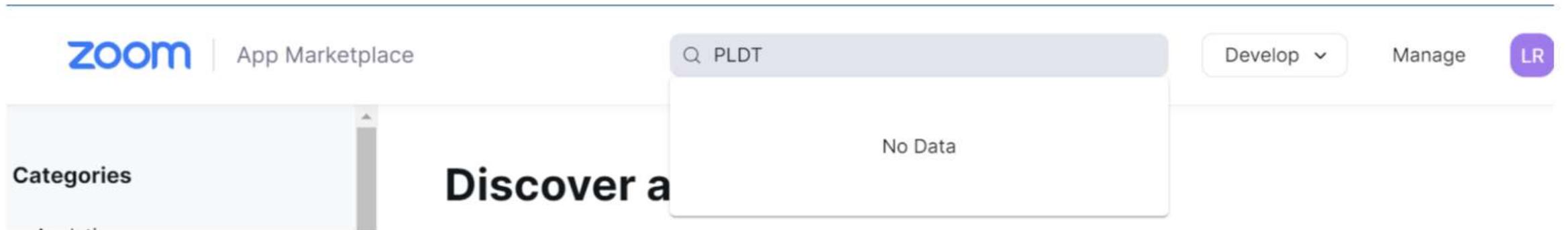
Password [Forgot password?](#)

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

[Sign In](#)

Stay signed in

3. In the header, type **PLDT** in the search bar then press enter.
4. Then click Add the app.



The background is a dark red color with a pattern of diagonal lines and dots. The lines are thin and light red, extending from the top-left towards the bottom-right. The dots are also light red and scattered across the background, some appearing as small circles and others as slightly larger, more prominent shapes. The overall effect is a dynamic, geometric pattern.

Usage

# Account Activation

1. For customers, check your email for the email verification sent and click **Activate Account**.

Email Verification For Zoom Portal Inbox x



PGC ENTERPRISE <pgczoomnoreply@gmail.com>

1:06 PM (1 minute ago)



to me ▾

## Activate Your Account

Hi, LUWI MELO

Thank you for subscribing to Zoom Phone. Your account has been created for your access to Provider Exchange Portal.

Please click on this link to continue with your account activation:

Activate Account

[pldtglobal.com/activationaccount/5300622130600](https://pldtglobal.com/activationaccount/5300622130600)

# Account Activation

2. You will be redirected to a webpage that asks you to change your password.

3. Enter your password, re-enter it then click **Change Password**.

✓ Password setup needed. X



**PLDT**  
Enterprise

### Change Password

In order to **protect your account**, make sure your password

- Minimum of 8 characters
- Must contain 1 uppercase character
- Must contain 1 special character
- Must contain 1 special character
- Shall be different from associated username.

New Password

Re-enter Your New Password

**CHANGE PASSWORD**

# Portal Sign-in

1. Enter your email address and password then click **Sign-In** button.



# Forgot Password

1. In the Sign In Page, click **Forgot Password** link.
2. Enter your email address and tick the checkbox for CAPTCHA.



## Forgot Password

[No Title]

Email Address

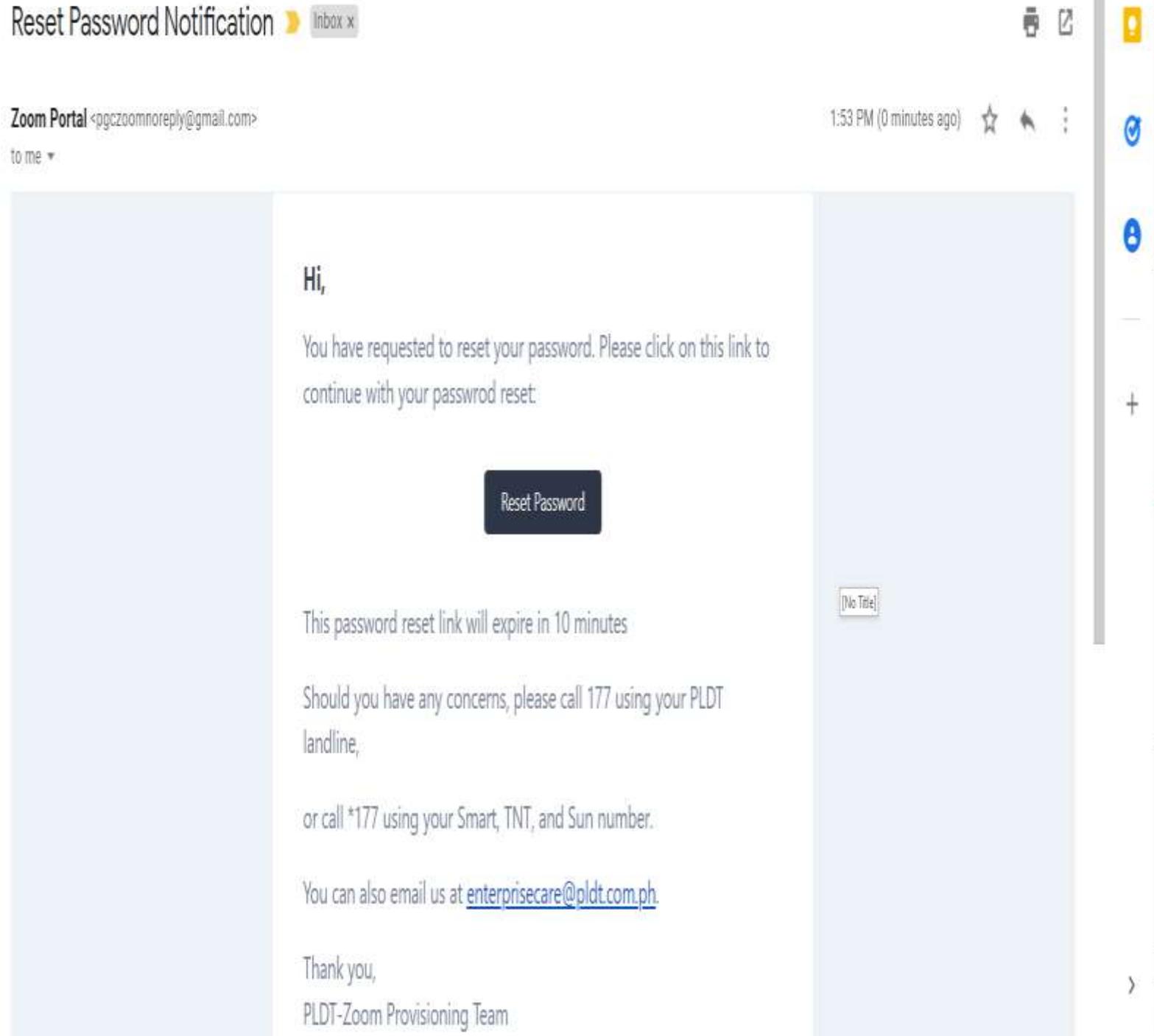
 I'm not a robot   
reCAPTCHA  
Privacy - Terms

RESET PASSWORD

# Forgot Password

3. Check the email that you entered and look for a reset password notification.

4. Click **Reset Password**.



# Forgot Password

5. You will be redirected to the Portal to enter your email and new password.

6. Click **Reset Password** button.



Email

Password

Confirm Password

RESET PASSWORD

# Link your Zoom Account

1. Upon first login, you will be asked to Link your zoom Account to your provider exchange portal account.
2. Click **Link Your Zoom Account**.
3. You will be **redirected** to Zoom webpage. **Login your zoom Account** to successfully link your Zoom account to your provider exchange portal account.



LUWI MELO ▾

Welcome to TEST45 Zoom  
Provider Exchange Portal

OAuth Established for lawrence.c.reyes@outlook.com

PLDT Phone Numbers Zoom Phone Numbers Export to Excel Filter

---

Search name or phone numbers  ADD TO ZOOM PHONE NUMBERS

<input type="checkbox"/>	AREA CODE ▾	TELEPHONE NUMBER ▾	NUMBER TYPE ▾
No results found			

# Export Purchased PLDT Phone Numbers to Excel File

1. Upon logging-in to your provider exchange portal account, **click Export to Excel** button to export all your purchased PLDT Phone Numbers that are not yet assigned to Zoom.



LUWI MELO ▾

Welcome to TEST45 Zoom  
Provider Exchange Portal

OAuth Established for lawrence.c.reyes@outlook.com

The screenshot shows the PLDT Phone Numbers interface. At the top right, there are two buttons: 'Export to Excel' and 'Filter'. The 'Export to Excel' button is circled in blue. Below the buttons, there is a search bar with the placeholder text 'Search name or phone numbers' and a magnifying glass icon. To the right of the search bar is a link that says 'ADD TO ZOOM PHONE NUMBERS'. Below the search bar is a table with the following columns: 'AREA CODE', 'TELEPHONE NUMBER', and 'NUMBER TYPE'. The table contains two rows of data. At the bottom of the table, there is a pagination control showing '1 to 2 of 2 results' and a button with a left arrow, the number '1', and a right arrow.

	AREA CODE ▾	TELEPHONE NUMBER ▾	NUMBER TYPE ▾
<input type="checkbox"/>	02	6543-2454	Landline
<input type="checkbox"/>	02	6543-2453	Landline

1 to 2 of 2 results

# Transfer PLDT Phone Numbers to Zoom

1. Tick the boxes of PLDT phone numbers that you wanted to transfer to Zoom.
2. Click **Add to Zoom Phone Number**
3. A pop-up confirmation will appear. Click **OK**.

PLDT Enterprise

Welcome to TEL...  
Provider Exchan...  
OAuth Established for la...

Transfer Confirmation!  
You are about to transfer 2 telephone number(s).  
Do you want to continue?

CANCEL OK

PLDT Phone Numbers Zoom Phone Numbers

Export to Excel Filter

Search name or phone numbers

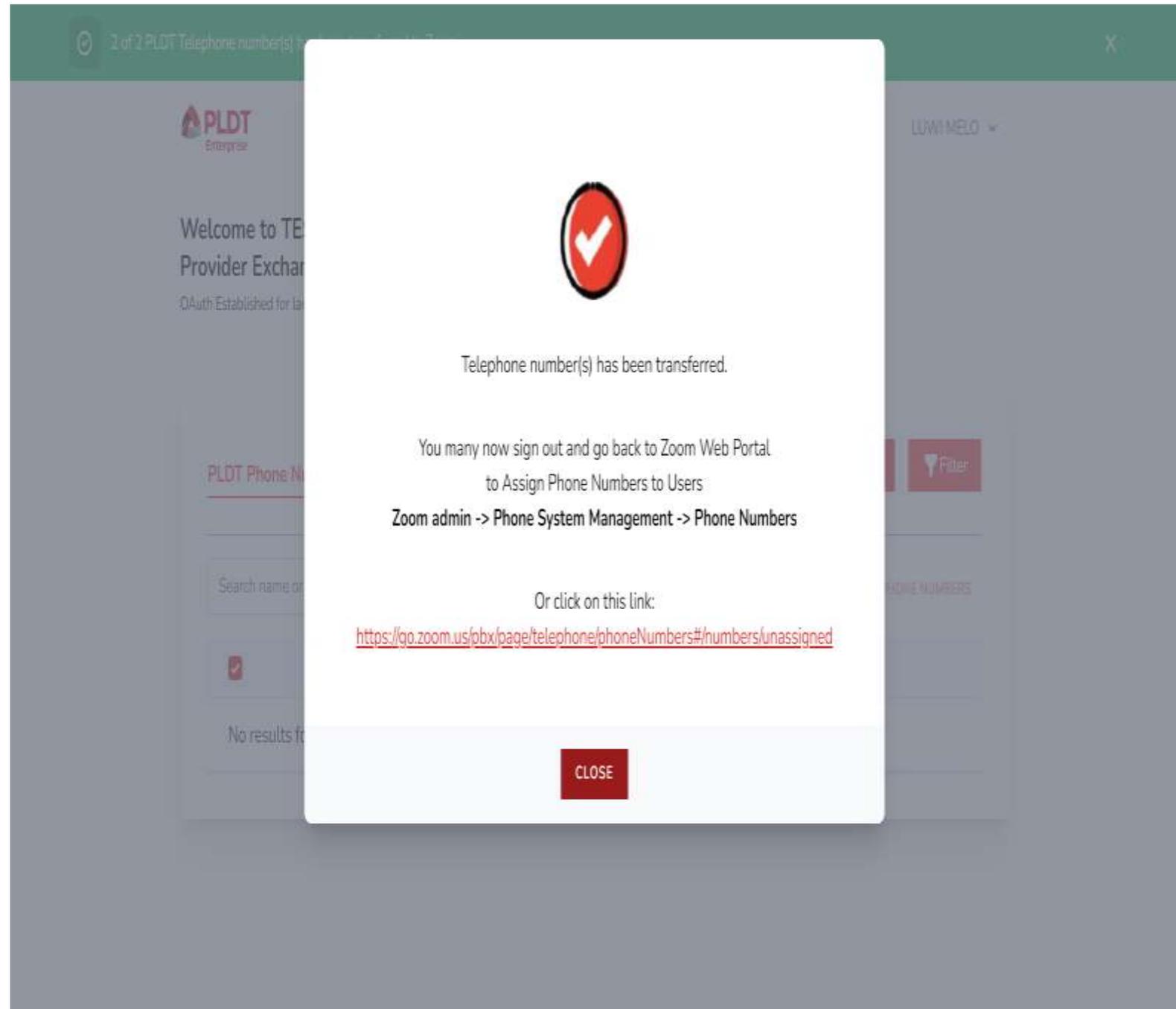
ADD TO ZOOM PHONE NUMBERS

<input checked="" type="checkbox"/>	AREA CODE	TELEPHONE NUMBER	NUMBER TYPE
<input checked="" type="checkbox"/>	02	6543-2454	Landline
<input checked="" type="checkbox"/>	02	6543-2453	Landline

1 to 2 of 2 results

# Transfer PLDT Phone Numbers to Zoom

4. A confirmation dialog will pop-up once the transferring from PLDT number to Zoom has succeeded. **You can click the link** to check the number in Zoom Web Portal.



# Transfer Zoom Numbers to PLDT Numbers

1. Tick the boxes of numbers that are already assigned to Zoom.
2. Click **Add to PLDT Phone numbers**.
3. A pop-up confirmation will appear. Click **OK**.

The screenshot shows a web browser window with the URL `stg-zoom-portal.pldtglobal.com/phone/zoom`. The page displays a confirmation dialog box with the following text:

**Transfer Confirmation!**  
You are about to transfer 2 telephone number(s).  
Do you want to continue?

Buttons: CANCEL, OK

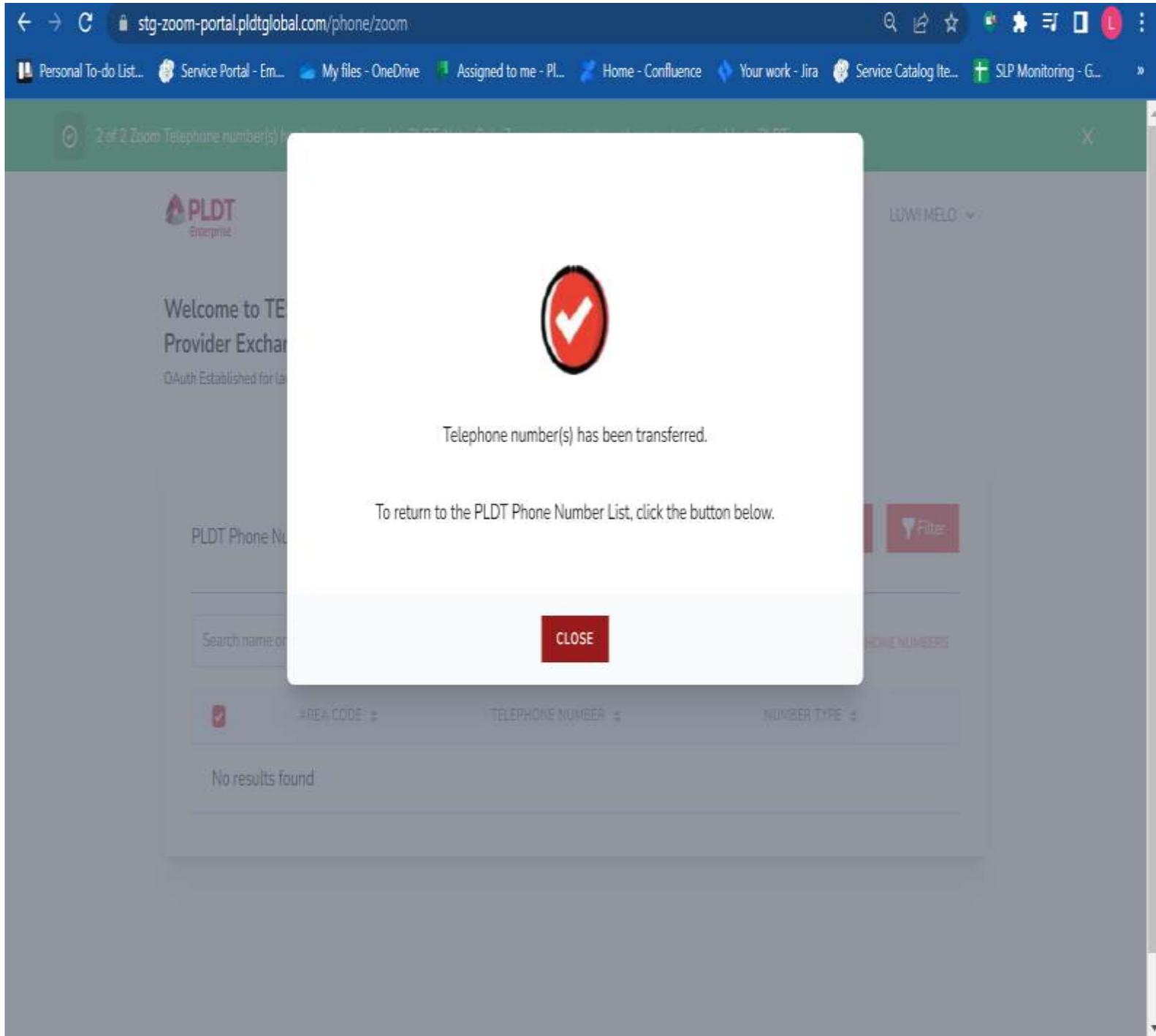
The background interface includes the PLDT logo, a search bar, and a table of phone numbers. The table has columns for AREA CODE, TELEPHONE NUMBER, and NUMBER TYPE. Two numbers are listed, both with checked checkboxes:

AREA CODE	TELEPHONE NUMBER	NUMBER TYPE
02	6543-2454	Landline
02	6543-2453	Landline

At the bottom of the table, it shows "1 to 2 of 2 results" and a pagination control.

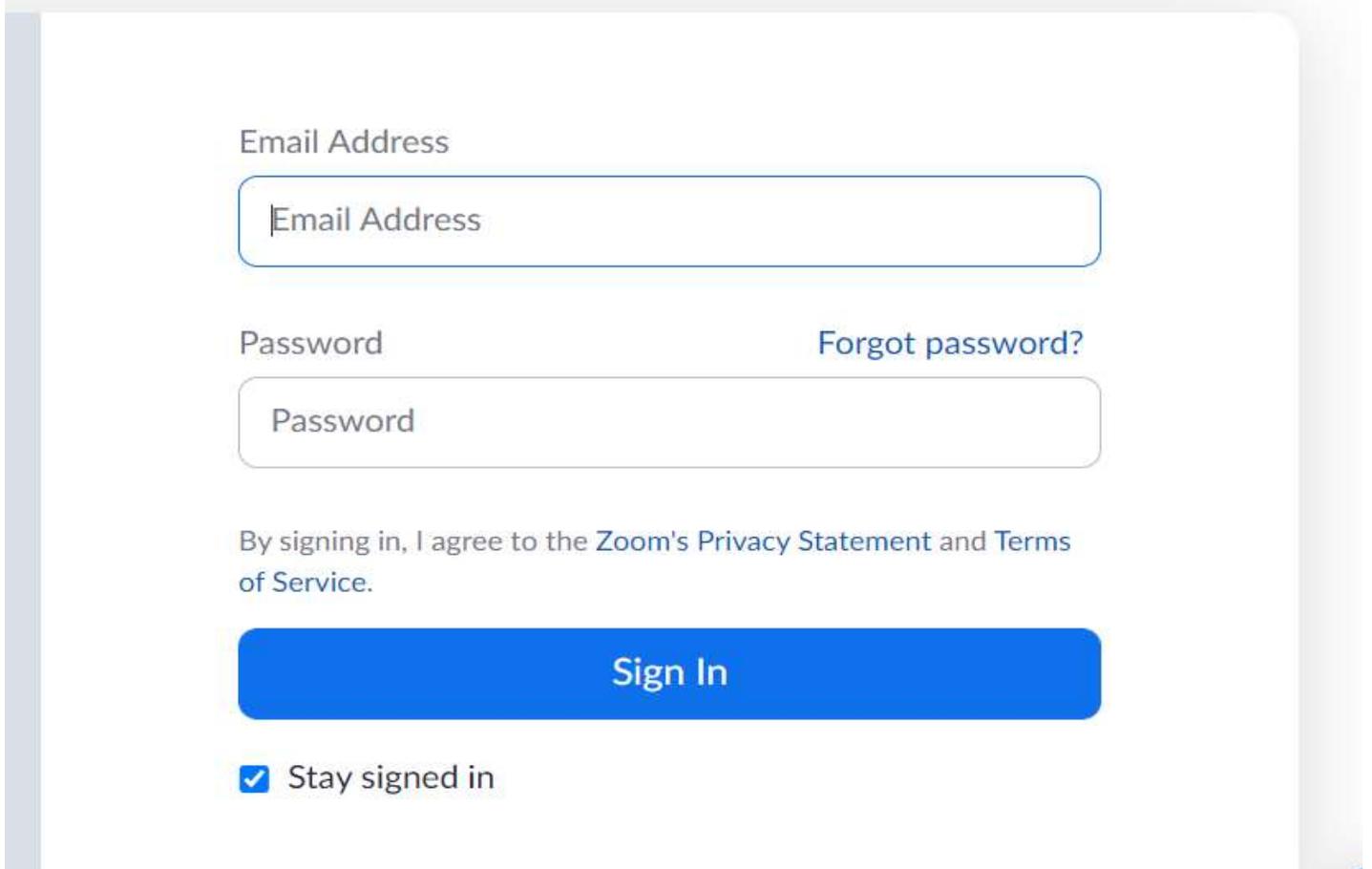
# Transfer PLDT Phone Numbers to Zoom

4. A confirmation dialog will pop-up once the transferring from Zoom Number to PLDT Phone Number has succeeded.



# Removing the App

1. Go to marketplace.zoom.us.
2. Sign-in using your credentials



The image shows a sign-in form for Zoom. It features two input fields: one for 'Email Address' and one for 'Password'. The 'Email Address' field is highlighted with a blue border. To the right of the 'Password' field is a link for 'Forgot password?'. Below the fields is a blue 'Sign In' button. At the bottom, there is a checkbox labeled 'Stay signed in' which is checked.

Email Address

Email Address

Password [Forgot password?](#)

Password

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

**Sign In**

Stay signed in

3. In the header, click **Manage**.

Q Search a published app

Develop ▼

Manage

LR

## PERSONAL APP MANAGEMENT

[Created Apps](#)[Added Apps](#)[Call Logs](#)

## ADMIN APP MANAGEMENT

[Apps on Account](#)[App Requests](#)

4. In the left pane under Personal App Management, click **Added Apps**.

5. Find the PLDT app then click the **Remove** button.

## Added Apps

Search

Name	App Info	Added by	Shared Access Permissions	
 PLDT Active	Account Level Unpublished	Myself Subscribed Today 08:44 AM	Not Applicable	<a href="#">Remove</a>