1. Log into BullsEye's VoIP Portal at https://ucportals.bullseyevoip.net/auth/login/.
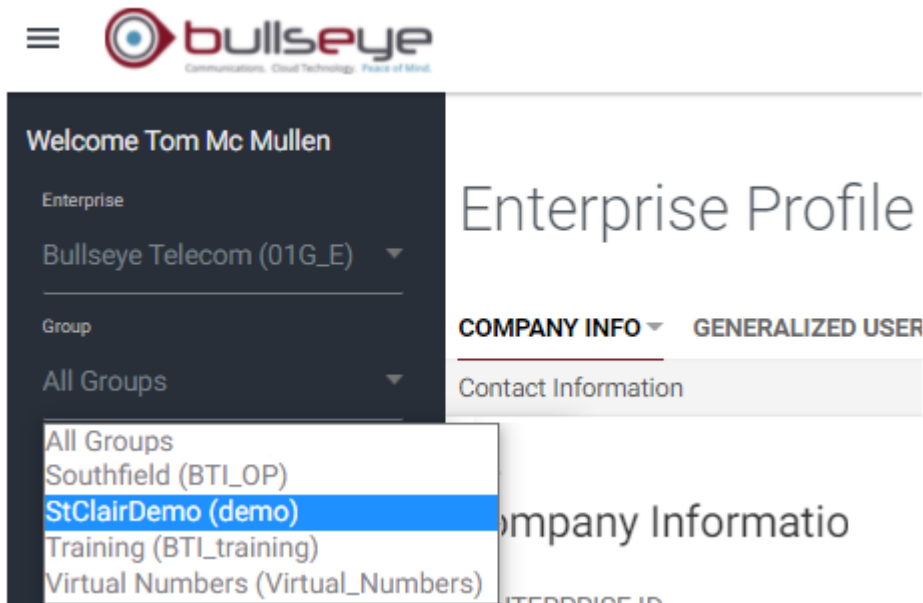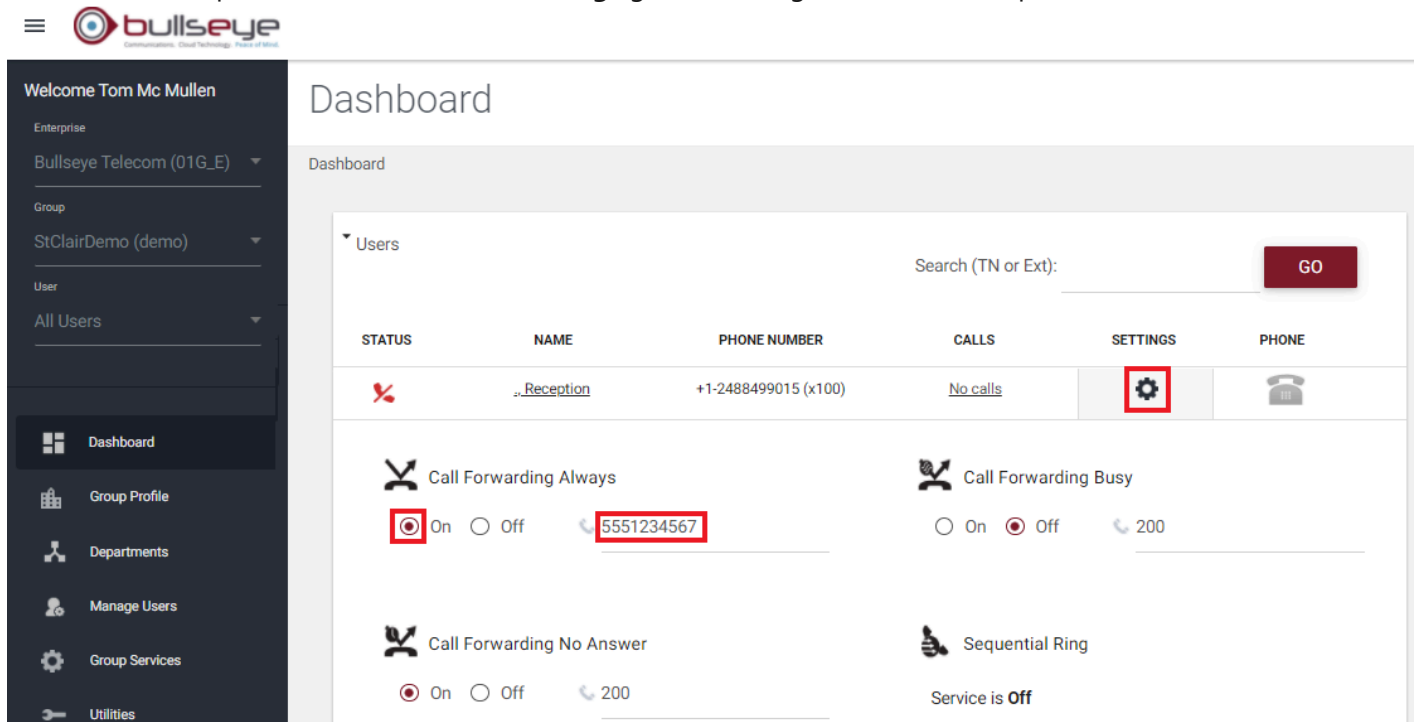2. If the Group Dashboard is not displayed by default, select the desired location from the **Group** drop-down on the left.

3. From the Group Dashboard, select the **Settings** gear to the right of the desired phone number.

4. Enter the number or extension that you want to forward calls to under the applicable Call Forwarding feature and toggle the feature **On** or **Off**.
5. Scroll down if needed and click **Save**.