

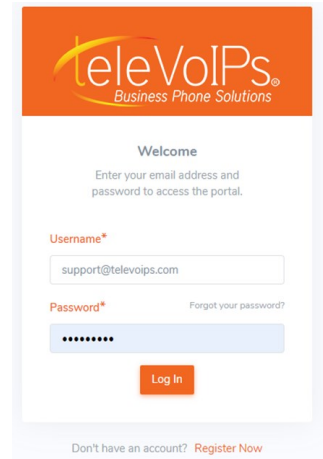


# Portal E911 Address Update Process

Follow the directions below to update your address in the TeleVoIPs portal for emergency services.

## 1. Login to the TeleVoIPs Portal

- Navigate to [portal.televoips.com](https://portal.televoips.com) to access the TeleVoIPs portal.
- Enter your username (company email) and password then click “Log In”.
- If you don’t already have a TeleVoIPs portal account, please register by using the link: <https://portal.televoips.com/register>



## 2. Update E911 Location

- On your portal dashboard, click “Update”.

### EXTENSION E911 LOCATION

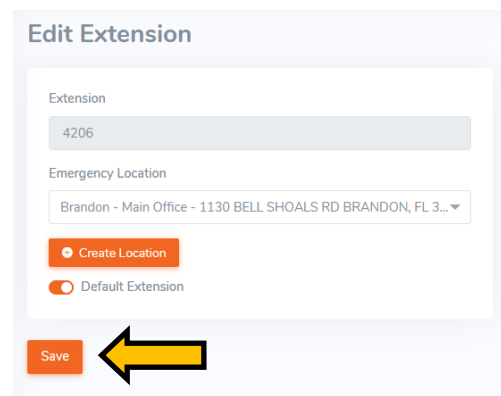
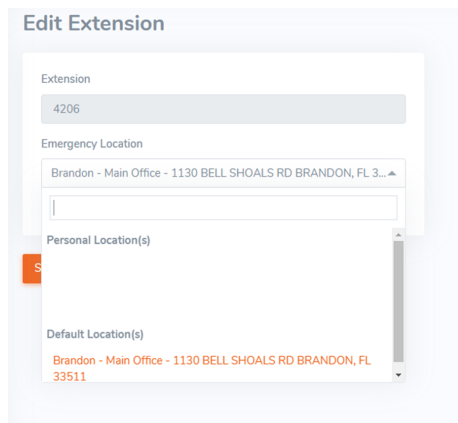


#### Extension 4206

DEFAULT LOCATION  
1130 BELL SHOALS RD  
BRANDON, FL 33511  
United States

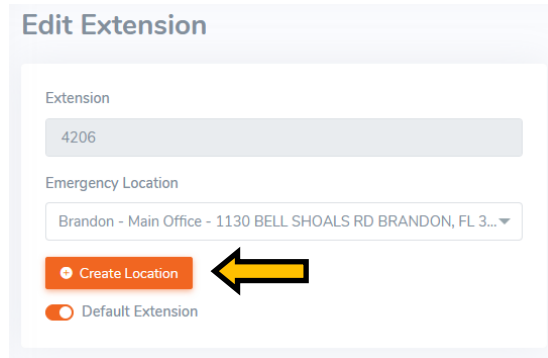


- Select your current location from the drop down list and click “Save” to update your location.



### 3. Create Location


a. If your current address isn't listed in the drop down list, click "Create Location".



**Edit Extension**

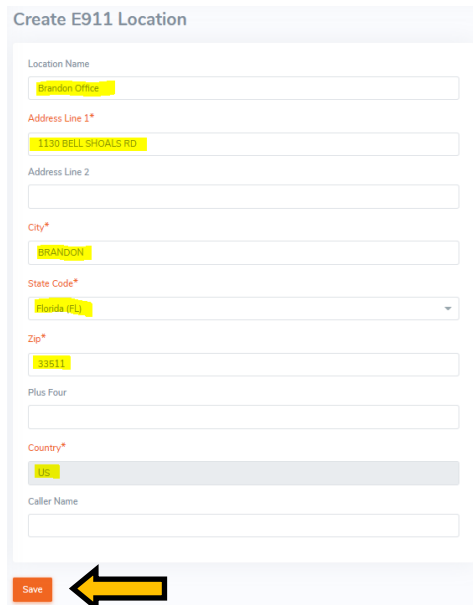
Extension  
4206

Emergency Location  
Brandon - Main Office - 1130 BELL SHOALS RD BRANDON, FL 3...



Default Extension

b. Enter the Location Name, Address Line 1, City, State, Zip Code, and Country of the new address and then click "Save".



**Create E911 Location**

Location Name  
Brandon Office

Address Line 1\*  
1130 BELL SHOALS RD

Address Line 2

City\*  
BRANDON


State Code\*  
Florida (FL)

Zip\*  
33511

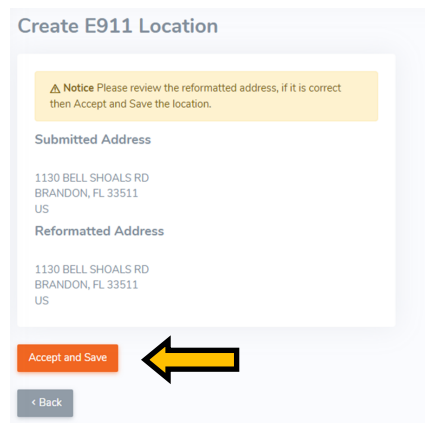
Plus Four

Country\*  
US

Caller Name



c. Confirm that the address is correct and click "Accept and Save".



**Create E911 Location**

**Notice** Please review the reformatted address, if it is correct then Accept and Save the location.

Submitted Address  
1130 BELL SHOALS RD  
BRANDON, FL 33511  
US

Reformatted Address  
1130 BELL SHOALS RD  
BRANDON, FL 33511  
US

