

Complete Comms First Steps



Step 1

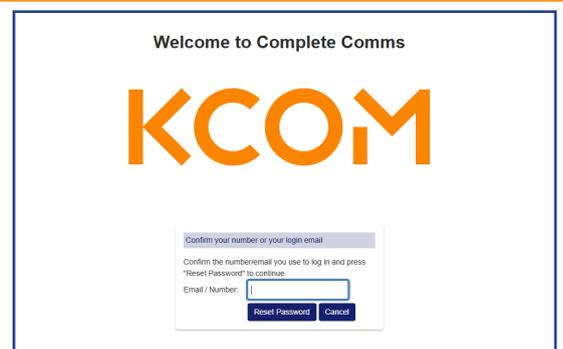
- 1) Go to <https://completecomms.kcom.com>
This will display the log in screen for the Complete Comms Portal.
- 2) Enter your Telephone Number and Password



Step 2

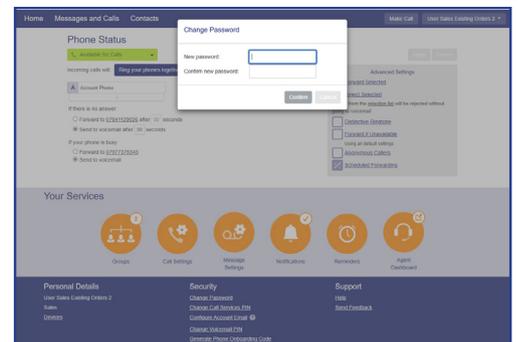
The window will prompt you to confirm your telephone number.

- 1) Enter your telephone number and select reset password.
- 2) You will then receive an email from Notification Services. Select the link in the email.



Step 3

The Commportal screen will appear with a prompt to enter the new password.



Step 4

Log Into your SIP Phone or Complete Comms Application with your Username and New Password. SIP Phones can use the Phone Onboarding Code at the bottom of the portal.

Download the app from google play/app store, and for PC/Mac, visit the link below:
<https://www.kcom.com/business/our-products/voice/complete-comms/>

TIP – Password Reset

If you need to reset your password, visit the <https://completecomms.kcom.com> Website and select reset password.

This will send you an auto generated email to your chosen account to with a link to reset your password.