

How to Add Phone Numbers or Calling Add-On

1. Open the Follow-up Boss website.
2. Log-in on your account
 - Enter your Username
 - Enter your Password
3. Once you are log-in on your FUB account, you can see on the web page toolbar:
 - People
 - Inbox
 - Tasks
 - Calendar
 - Deals
 - Reporting
 - Admin
4. Click on the Admin tab.
5. Under the Admin, Select the “Billing” section.
6. Then under the Account subscription, look for the “Manage Calling Add-On”.
7. Select a specific user.
8. Once done, click on the “SAVE CHANGES” button.

Note: Phone numbers can also be adjusted on this page to meet the desired area code. To learn more, check out [Edit Virtual Numbers](#).