Request Quick Send SMS Phone Numbers

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Complete SMS registration information

You must fill out your business information for SMS number verification before requesting an SMS phone number. If you don't complete this information, you'll be prompted to fill out a form with the missing information.

1. Select **Admin** > **SMS Registration Information**.
2. Complete the form and then select **Save**.

Request a Quick Send SMS phone number

1. From the **Inbox**, select **Send Text Message** 🗨 .

   Depending on how your account is configured, you will see either the **Send From** or **Assign to Queue** dropdown. If you have multiple practice locations, you can have a different phone number for each location.

2. Select **Request SMS Number**.

The request status changes to SMS Pending.

After the phone number is approved, the status changes to SMS Approved.

Send a Text Message   ✕

| I want to send a | ○ Secure Text | ● SMS Text | What's the difference? |

Send to *   [Search by name, type number, or email...   ✕]

Send From *   [-- Please Select Location --   ▼]

Select an SMS Approved Location below.

Default Location: (406) 555-0120	☑ SMS Approved
Anne Arbor (Northern Offi...: (704) 555-0127	☑ SMS Approved
Columbus: Number Pending	⬛ SMS Pending
Dublin: (219) 555-0114	☑ SMS Approved
Powell : No Number	**Add Number**
Worthington: (229) 555-0109	☑ SMS Approved

⚠

Template

Form

Message *

Discard   Send SMS Text