



How to Upload Your [OnHold.com](https://onhold.com) Customized Music On Hold for MegaPath Voice Over IP Service from [OnHold.com](https://onhold.com), Music on Hold Messaging Experts

You'll need the customized music on hold message file provided by [OnHold.com](https://onhold.com). Your customized music on hold messaging from [OnHold.com](https://onhold.com) will be up & running with your MegaPath Voice Over IP service in no time!

Add [OnHold.com](https://onhold.com) Customized Music on Hold to your MegaPath Voice Over IP Service by following these instructions:

Log in to the Customer Portal my <dot> megapath <dot> com

- Select Voice from the Services section
- Select "Manage Now" to display the Voice Services Overview page
- Select Advanced Configuration to open the Enterprise profile page
- Select Groups to open the Groups Profile page
- Click Search to display your groups
- Select the group that begins with ste (Site #) by clicking Edit (If you have more than one site, select the site that you wish to upload the Music on Hold. This will display the Profile page for the site)

Once on the Site Profile page, click Services in the left menu

- From the Services page, select Music Video on Hold from the Basic column to display the Music Video on Hold page
- Click the Edit link to display the Music Video on Hold Modify page
- Select Custom Music Video File (click the radio button), and then click the Browse button to locate your [OnHold.com](https://onhold.com) Customized Music on Hold file
- Select your [OnHold.com](https://onhold.com) Customized Music on Hold file and click Open to upload the file
- Click Apply to save your changes

You're ready to play your [OnHold.com](https://onhold.com) customized music on hold messaging to every caller via your MegaPath Voice Over IP service!

Questions? Call [OnHold.com](https://onhold.com) at 888-321-8477!

Instructions accurate as of 1/2018