



Uploading Custom Music On Hold from OnHold.com via Your Grasshopper Web Portal

Before you begin, save the on hold audio file provided by our studios to your computer in a convenient location, such as your desktop. Follow the steps below to customize your Grasshopper music on hold.

Log into your [Grasshopper web portal](#) (you will need your username & password).

Go to **Settings** and select the **Hold Music** tab.

Click **Change Music** then **Upload New Music**.

Browse your computer for the music on hold program provided by OnHold.com.

Upload the audio file.

Select **Add** and then select **Use** to use your new hold music.

You're ready to play custom music on hold messages to every caller via your Grasshopper phone service!

Questions? Call OnHold.com at 1-888-321-8477.