Log into the individual user CommPortal (or access the individual user settings from the Admin portal)

Go to the "Screening" sub tab on the right
Select the "Selective Rejection" sub tab

Check the box next to "Reject calls if they are from selected callers"

Click on "Edit List"

Enter the 10-digit number you want to be rejected

Click "Add New"

Continue to add numbers to the Reject list

Once satisfied, click "OK"
When satisfied with your additions, click "Apply"