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

Go to the “SimRing” sub tab

Simultaneous Ring

Base Seat

Allows multiple phones to ring at the same time

Granite Telecommunications
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Check the box next to "SimRing allows incoming calls to simultaneously ring a number of phones numbers"

Under the "Destination" field, enter the 10-digit number you want to ring at the same time as the number you are logged into.
In the “Description” field, label that number

Then click "Add"

Continue to add additional numbers if you would like. If you are satisfied, click “Apply”

A call will now ring at the phone number associated with the account, and also at the newly added numbers