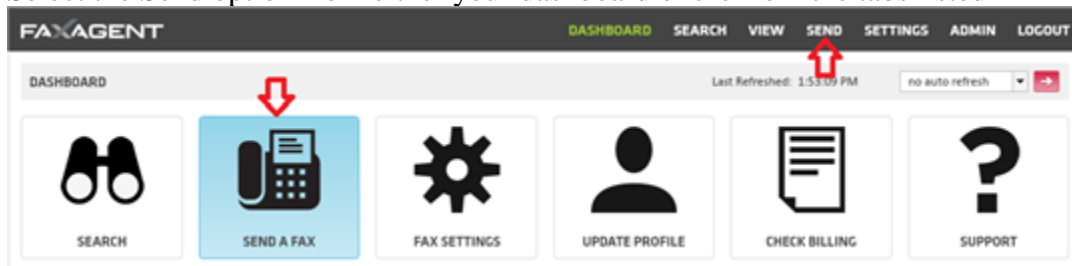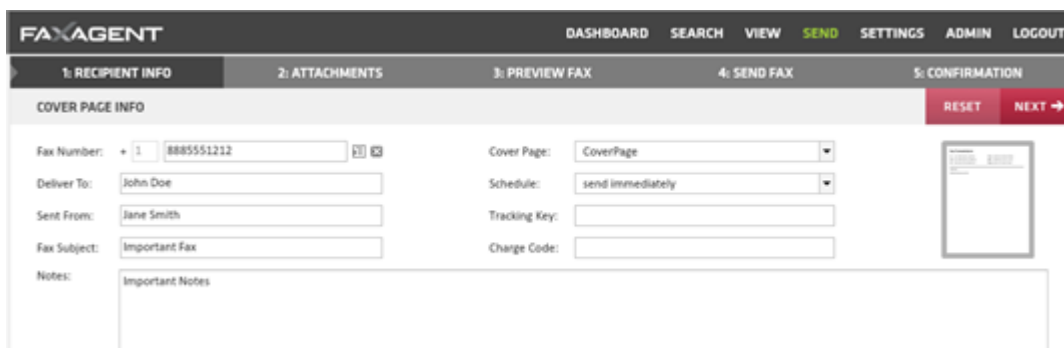# Sending a fax through the Web Portal/ User Interface (Full Details)

1. Login to your portal
2. Select the Send option from either your dashboard or the from the tabs listed

1: Recipient Info

Fill in the pertinent information; this will translate directly on to the cover page

Fax Number (required): The fax number your are sending to

Deliver To: The name of the person you are faxing

Sent From: This will default to your user name, but you can update it here

Fax Subject: Subject of the fax

Notes: This will show in the body of the cover page

Cover Page: This will allow you to select whether or not your fax is sent with a cover page or chose between available cover pages
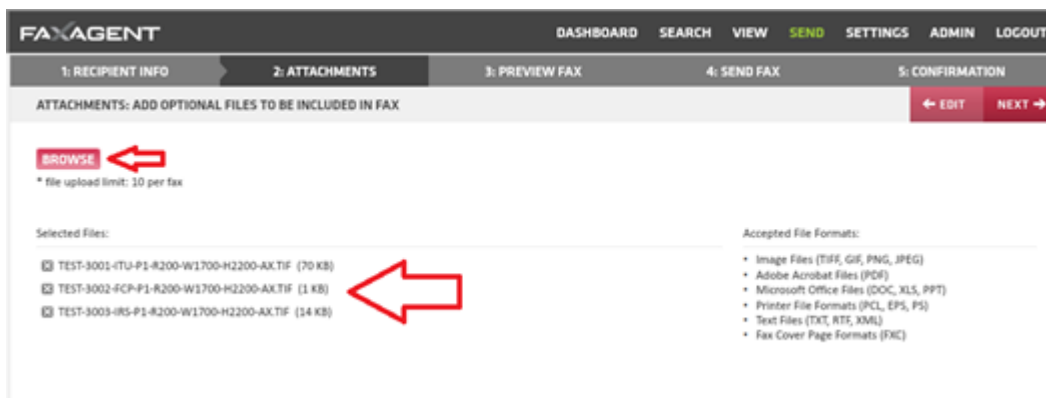
Schedule: This will allow you to send immediately or delay sending to a future date

Tracking Key and Charge Code: are open fields that are searchable for future use (client codes, billing, etc.)

Once it is completed to your satisfaction select the NEXT button in the top right

2: Attachments

If you're faxing an attachment select BROWSE to find your document
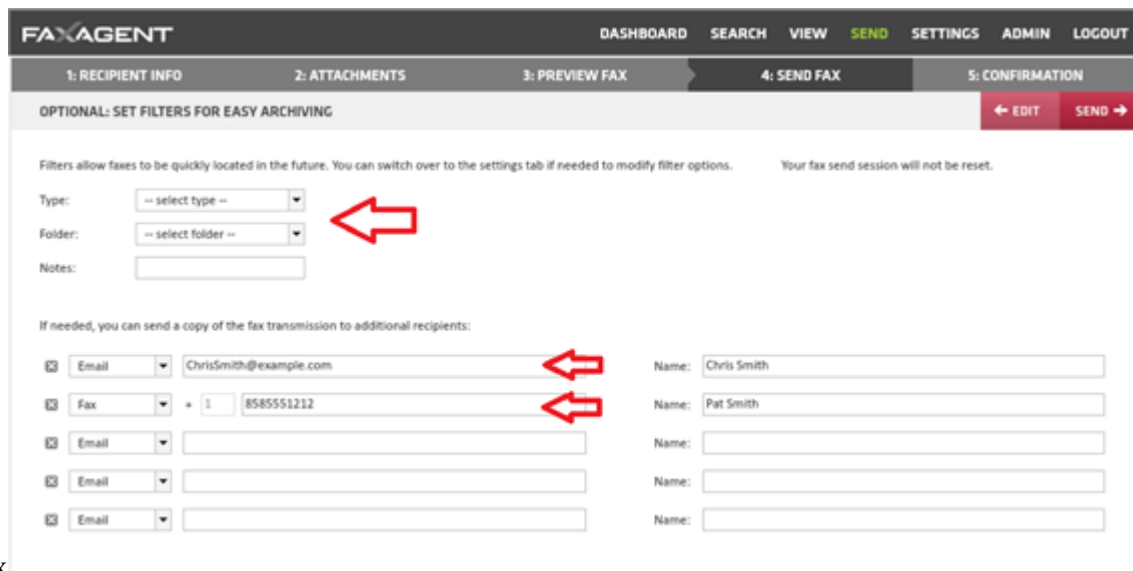
You can select up to 10 attachments per fax

Once you have the documents attached select NEXT in the top right

3: Preview Fax

From the Page Preview page you will see how many documents you've attached and the layout of the cover sheet

Please note that no information will show in the example

Select NEXT in the top right

4: Send Fax

From this page you can add a Type, Folder or add notes that are searchable in the future when looking for this fax again.

You can also include up to 5 other recipients of the fax via email or fax delivery.

Once you've made your selection (or left this blank) hit SEND in the top right

5. Confirmation

1: RECIPIENT INFO	2: ATTACHMENTS	3: PREVIEW FAX	4: SEND FAX	5: CONFIRMATION

MESSAGE:

💬 initializing fax request submission ....

💬 fax request initialized: message #: 74952718,   id: 2150324211229930000

💬 adding file 3 of 3 ..... TEST-3003-IRS-P1-R200-W1700-H2200-AX.TIF (14 KB)

💬 completing fax request submission ......

✔ fax request submitted for processing with message #: 74952718, primary recipient: +1 8885551212

MORE OPTIONS:

➕ Send a new fax

➕ Send this fax to another recipient

This page gives you a little information about the sent fax

Message #

How many attachments were included

The primary recipient

And the fax number you are sending to

You can also choose to Send a new fax or Send this same fax to someone else