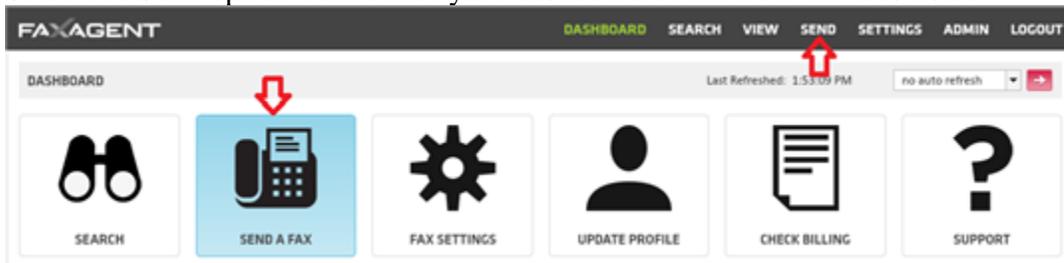
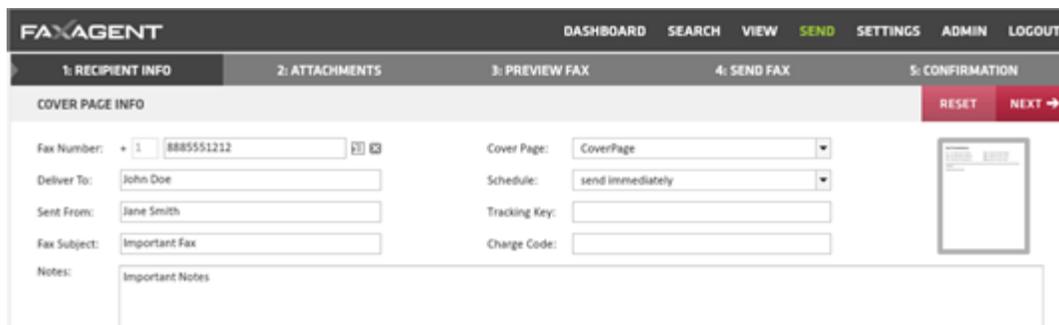


Sending a fax through the Web Portal / User Interface (Quick Send)

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



3. 1: Recipient Info
 - o Fill in the pertinent information; this will translate directly on to the cover page

A screenshot of the FAXAGENT '1: RECIPIENT INFO' form. The top navigation bar is the same as in the previous image. Below it, there's a progress bar with five steps: '1: RECIPIENT INFO', '2: ATTACHMENTS', '3: PREVIEW FAX', '4: SEND FAX', and '5: CONFIRMATION'. The '1: RECIPIENT INFO' step is active. The form is titled 'COVER PAGE INFO' and has 'RESET' and 'NEXT' buttons in the top right. The form fields include: 'Fax Number' (with a dropdown for country code and a text input for the number), 'Deliver To' (text input), 'Sent From' (text input), 'Fax Subject' (text input), 'Notes' (text area), 'Cover Page' (dropdown menu), 'Schedule' (dropdown menu), 'Tracking Key' (text input), and 'Charge Code' (text input). There's also a small thumbnail image of a fax cover page on the right side of the form.

- o Once it is completed to your satisfaction select the NEXT button in the top right
4. 2: Attachments
 - o If you're faxing an attachment select BROWSE to find your document
 - o You can select up to 10 attachments per fax
 - o Once you have the documents attached select NEXT in the top right
5. 3: Preview Fax
 - o Select NEXT button in the top right
6. 4: Send Fax
 - o Select SEND button in the top right
7. You're done!