How do I send an efax?

1. Go to https://enterprise.efax.com/login
2. Select **User** tab
3. Enter efax # : **16178300355**; Password: Gbls3@0355
4. Click **Login**

5. Click on the "Send Faxes" button at the top of the page or below right

6. Fill in the recipient information:
   a. Name
   b. Company
   c. Fax #: *always **add a "1" before #** (e.g. 16173711222")
7. Click **Add** (the recipient's fax number and name will be added to the "Recipient list" field.)
   a. Fill out **Client's Name**
   b. Fill out **Matter**
8. Click "**Browse**" to any files you want to include
9. Click "**Send Fax**"

*Note: To receive a confirmation include your name in the Subject field – when using this field a message is required.

*Note: Once your message is sent, you'll receive a "Send a Fax confirmation" message with information about your efax attempt – this doesn't mean your fax went through.