

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**

eFax Corporate

Solutions Industry Resources A

Home / Login Page

Admin **User** Partner eFax Developer

User Login

Fax No.(11 digits),Email or ACCT ID*

Password:*

Remember my login information

Login

[Forgot my Username / Password](#)

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

eFax Corporate

HOME VIEW FAXES **SEND FAXES** REPORTS ACCOUNT HELP LOGOUT

Click here or below

My Account

Learn about the new site

Company: Greater Boston Legal Services,
Administrator: Dina Brownstein
efax® Number(s): +1 617 830 0355

ONLINE SENDING STUDENTS, (efaxconfirm@gbls.org) welcome to your eFax Corporate account!
Use the quick links below to access a host of online features available to you.
To access eFax from your desktop [download eFax Messenger](#)

VIEW FAXES
View, download and organize your faxes.

SEND FAXES
Send faxes with cover pages and attachments.

REPORTS
Run reports of your fax send and receive activity.

ACCOUNT
View and update your profile and set preferences.

HELP
Find the online help you need and get your FAQs answered.

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.**

Send a Fax

Add Recipient(s)

Mr. Recipient Choose From Contacts

Recipient Company if any Recipient fax# include a 1 ex. 16173711222

Add

Recipient List :

Reference ID Account ID

Enter client's Name Enter Matter/Reference

Fine (Better Quality) Send Receipt Email

Include Cover Page

Include your name in this field to receive confirmation

Message

Attachments No files selected.

You can add up to 10 documents or up to 20MB (Supported File Types)

Send Fax