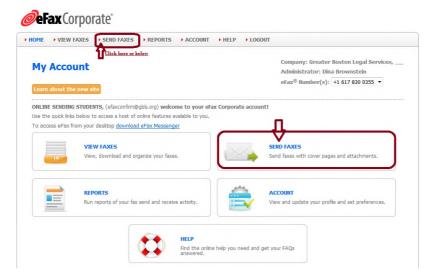
How do I send an efax?

- 1. Go to https://enterprise.efax.com/login
- 2. Select User tab
- 3. Enter efax #: 16178300355; Password: Gbls4@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.

