How do I send an efax?

1. Go to https://enterprise.efax.com/login
2. Select User tab
3. Enter efax # 16178300355
4. Password: Gbls6@0355
5. Click Login

6. 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.