

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**

Admin **User** Developer

User Login

* Required

Fax Number (11 Digits in US),
Email Address, or Account ID

Password *

[Login >](#)

[Forgot my Password](#)

6. 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, (efaxconfm@gbis.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.**

The screenshot shows the 'Send a Fax' interface. At the top, there's a title 'Send a Fax' and a close button. Below it, the 'Add Recipient(s)' section contains input fields for 'Mr. Recipient', 'Company', and 'Fax #'. A red box highlights the 'Add' button. To the right, there's a 'Choose from Contacts' button and a note: 'Recipient fax# include a 1 ex. 16173711222'. Below this is a 'Recipient List' table. Further down, there are fields for 'Reference ID', 'Account ID', 'Enter Client's Name', and 'Enter Matter/Reference'. There are also checkboxes for 'Include Cover Page' and 'Include your name in this field to receive confirmation'. At the bottom, there is an 'Attachments' section with a 'Browse' button and a 'Send Fax' button. Red arrows point to the 'Add' button, the 'Browse' button, and the 'Send Fax' button.