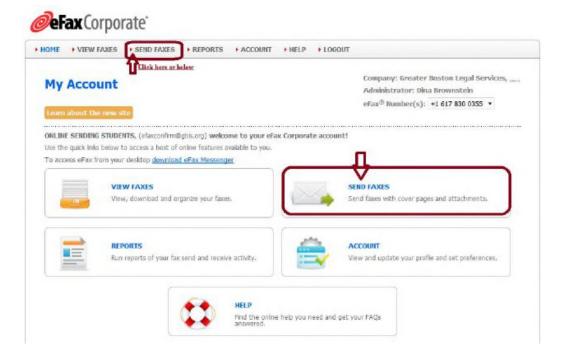
## How do I send an efax?

- 1. Go to <a href="https://enterprise.efax.com/login">https://enterprise.efax.com/login</a>
- 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.

