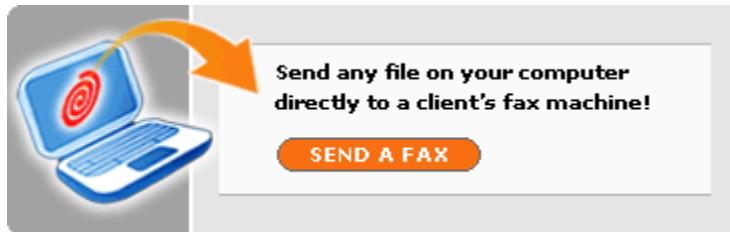


## YOU CAN NOW SEND FAXES FROM YOUR PC TO ANY FAX MACHINE.

Go to [www.eFaxCorporate.com](http://www.eFaxCorporate.com) and click Login at the top.



Once you're in the account click on the Send A Fax button



Fill out the required fields.

**Note: To receive a confirmation include your name in the Subject field of the cover sheet.**(see example on the back of this sheet)

If you have a paper document to fax, first scan the document and save it to your network folder

Questions? Email us at [helpdesk@gbls.org](mailto:helpdesk@gbls.org)

## eFax On-line fax form

### Send fax to

|                   |                           |  |                   |
|-------------------|---------------------------|--|-------------------|
| <a href="#">?</a> | <b>FAX NUMBERS</b>        | <i>Separate fax numbers with a comma.</i>  | <a href="#">+</a> |
|                   | RECIPIENT'S NAME          | <input type="text"/>                       |                   |
|                   | RECIPIENT'S COMPANY       | <input type="text"/>                       |                   |
|                   | REFERENCE ID              | <input type="text"/>                       |                   |
|                   | ACCOUNT ID                | <input type="text"/>                       |                   |
|                   | CLIENT                    | <input type="text"/>                       |                   |
|                   | MATTER                    | <input type="text"/>                       |                   |
|                   | FAX QUALITY               | <input type="text"/> Fine (Better Quality) | <a href="#">▼</a> |
|                   | FAX RECEIPT EMAIL ADDRESS | <input type="text"/> efaxconfirm@gbls.org  | <a href="#">▼</a> |

### Cover page

Your name here →

|   |                              |
|---|------------------------------|
| <a href="#">?</a> <input checked="" type="checkbox"/> | <b>INCLUDE COVER PAGE</b>    |
|   | SUBJECT <input type="text"/> |
|   | MESSAGE <input type="text"/> |

### Attachments

Click a Browse button below to select a file stored on your computer. The File Upload window will appear. In the "Files of Type" field, choose "All Files (\*. \*)." Find and select the file you would like to fax and click "Open." (If you do not see the "Browse" buttons below, your browser does not support file uploading. Please see help section for details.)

» [List of supported file types](#)

|                   |                   |                      |                           |
|-------------------|-------------------|----------------------|---------------------------|
| <a href="#">?</a> | <b>DOCUMENT 1</b> | <input type="text"/> | <a href="#">Browse...</a> |
|                   | DOCUMENT 2        | <input type="text"/> | <a href="#">Browse...</a> |
|                   | DOCUMENT 3        | <input type="text"/> | <a href="#">Browse...</a> |
|                   | DOCUMENT 4        | <input type="text"/> | <a href="#">Browse...</a> |
|                   | DOCUMENT 5        | <input type="text"/> | <a href="#">Browse...</a> |

• Required

**SUBMIT**