

Sending Secure Faxes (two methods)

1. Sending Faxes from the User Portal

- Log into your User Portal at <https://www.efaxcorporate.com/myaccount/login>
- Log in with your fax number and password (do not forget the "1" in front of the fax number!)
- On the home page, click "Send Faxes"

2. Sending Faxes from Email

- Compose a new email message
- In the "TO" field, type; intendedfaxnumber@efaxsendsecure.com
 - **U.S. and Canada** – Always include the calling code "1" at the beginning in a continuous string with no spaces or dashed.
Example, if sending a fax to Los Angeles (323) 555-1212
You would enter 13235551212@efaxsendsecure.com
 - **International** – Do not include any local or international dialing codes (e.g.; 0, 011, 001)
Example, if sending a fax to the UK +44 207 555 1212
You would enter 442075551212@efaxsendsecure.com
 - **Sending faxes to multiple recipients:** You can send a fax to multiple recipients by separating the fax numbers with a semicolon (;)
- Attach the documents you want to fax.
- Click Send.

Receiving Secure Faxes

1. Users will receive an email for incoming faxes stating "There is an eFax Secure™ message waiting for you!"
2. Click the link that will take you to the User Portal login page.
3. You can download or print the fax directly from your inbox.
4. To simply preview the fax, highlight it and click "Print," which will open the print preview page.

Questions? Contact salessupport@clearrate.com or 877-877-4899.