

Sending Secure Faxes

Anyone **who is registered** to send via email can send an eFax via eFax Corporate.

Step 1 - Compose a new email and address it to the recipient's fax number followed by @efaxds.com. **Example:** 18885551212@efaxsendsecure.com.

If you're using a cover page:

To populate the "**To**" and "**Company**" fields of your *cover page* use following format in the "To" field of your *email* - **Recipient's Name {Company Name}18885551234@efaxsendsecure.com**

Step 2 - Add attachments, just as you would to any email. They can be PDFs, MS Office files, JPEGs, or nearly 200 other file formats. We'll convert them into fax pages for you.

Step 3 - Fill in Subject line and body of the email.

If you're using a cover page:

The Subject line and body of the email become the Subject (RE) and body of the cover page.

Step 4 - Click send.

Step 5 - Receive a confirmation email back from eFax Corporate (the vendor) letting you know of the outcome of the transmission of the fax.

Receiving Secure Faxes

Step 1 - Provide the person who wishes to send you a fax your eFax Corporate number provided to you.

Step 2 - The fax will be an attachment to an email that you will receive.

Step 3 - Up to 5 individual email address can be part of receiving the incoming fax.

Step 4 - If you need more than 5 users to receive an incoming fax, please contact your help desk or IT team to set up a "Distribution List."

Step 5 - When you receive a fax open your email service.

Step 6 - Once you've opened the email from eFax, simply click on the email attachment to view the fax.

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