Logging into vFax:

1. Navigate to Nextiva's Fax Page in your browser: fax.nextiva.com

a. username: cfcarefaxb. password: CFCare12#

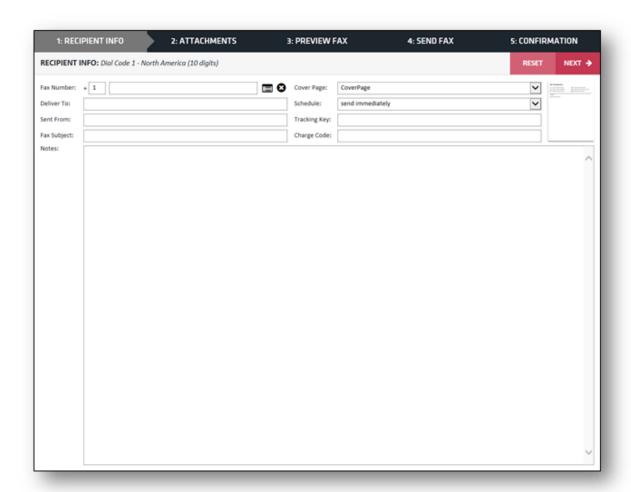
c. ensure you check the box next to: "By checking this box, I acknowledge I have read and accept the Terms and Conditions"

ktiva	VFAX SYSTEM LOGON
Username: cfcarefax Password: By checking this box, I acknowledge I have read and accept the Terms and Conditions Remember My Username Log Me On Automatically Password Recovery Clear Auto Logon	For Additional Help, Contact Nextiva Support: Phone: +1 (800) 285-7995 Email: vfax@nextiva.com Web: https://www.nextiva.com/support/categories/nextiva-vfax Build Info: 6100.0.2020.0520.01 Current Date: Thursday, June 25, 2020 Current Time: 10:24:27 AM UT Client Public IP: 68.228.202.197 Click Here to review the complete Nextiva vFax Terms and Conditions
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To send faxes with the Nextiva vFAX Portal:

- 1. Log in to the vFAX Portal <u>HERE</u> and enter your login credentials. Answer the security question, and click **Submit.**
- 2. Click **Send A Fax** from the Dashboard.
- 3. Enter the required information in the following fields: Fax Number (destination number), Deliver To (name of the recipient), Sent From (sender's name), Fax Subject, and Notes. You also have the option to include or remove the Cover Page and Schedule faxes to be sent on a specific date as well. The only field that is required is the Fax Number.

NOTE: If you would like to include your own cover page, remove our default cover page and attach your own cover page before attaching all other documents.



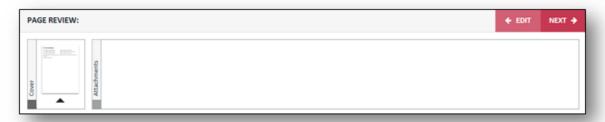
Recipient Info

- 4. Once you have filled out all the required information, you'd like to use, click **Next** in the upper right corner.
- 5. Here you have the option to upload a file (up to 10 files total per fax). The accepted file formats are listed on the right side for easy reference. Find the file(s) on your computer that you want to send by selecting **Browse**. The file(s) you selected will display under **Selected Files** once they have been successfully attached. Files will send in the order you add them.

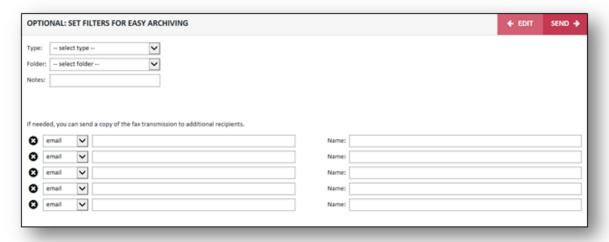


Attachments

- 6. Click **Next** once all of your files are attached.
 - **NOTE:** At any time, you can select the **Edit** button to the left of Next. This will take you back to the previous step.
- 7. You should now see the **Preview Fax** screen. You will notice the preview fields are showing coding; this screen is just to show you where the info feeds from, including the info from the **Recipient Info** tab. Click **Next**.



8. The next screen accomplishes two tasks. First, it gives you the option to select the **Type** of fax (personal, business, etc.) and a destination **Folder**. This is used for organizational purposes; if you would like additional information on how to create a new filter, click <u>HERE</u>. Also, you may add a memo for yourself to reference down the road. This screen also allows you to add five additional fax numbers or email addresses so that you can send up to 6 recipients at a time. Once complete, click **Send**.



Send Fax

9. Sending your fax is now complete. You can track the progress of your fax by clicking **Search** to view all faxes, or you can refer to the email notifications if enabled. Faxes tend to take 1 to 3 minutes per page on average.

NOTE: A fax can not be canceled once it has been sent.

To resend faxes from the Nextiva vFAX Portal:

- 1. Click **Search** from the top of the Dashboard to view all faxes.
- 2. Select the **Envelope** icon under the **Actions** column of the fax you would like to resend.
- 3. You can choose to resend the fax to an email address or fax number from the drop-down menu at the top of the window.

NOTE: If you select email, you are required to enter an email address and subject of the email.

- 4. Select **Fax** from the drop-down menu.
- 5. The previous fax number you sent to will be displayed in the **Fax Number** field. If sending to a different number, enter the new fax number in the **Fax Number** field.
- 6. All other fields below Fax Number are optional:
- Deliver To: Enter the recipient's name.
- Sent From: This will display your Display Name under settings.
- Tracking Key: This will not show on the cover page; this will be displayed on the vFAX portal under Search.
- o Charge Code: This will not show on the cover page or anywhere on the vFAX portal.
- o **Filters:** Select a Type or Folder from here.
- Cover Page: Select if you would like to include a cover page.
- NOTE: If you are resending a fax, including a cover page, you are required to fill out a new cover page as the previous cover page will not be included.
- Subject: Enter the subject of the fax.
- o **Notes:** Enter any notes you would like to include on the cover page.
- 7. Click **SEND** at the bottom right-hand corner.
- 8. Sending your fax is now complete. You can track the progress of your fax by selecting **Search** at the top of the portal to view all faxes, or you can refer to the email notifications if enabled. Faxes tend to take 1 to 3 minutes per page on average.

Download:

