



Secure eFax - User

Log In

1. Go to:
www.efaxcorporate.com/myaccount/login
2. Enter Fax Number (11 Digits)
3. Enter Password
4. Click “Login”

The screenshot shows the eFax Corporate login interface. At the top left is the eFax Corporate logo. At the top right, there is contact information: Support (800) 810-2641 and Call Sales 1 (888) 532-9265. Below this is a navigation bar with links for Solutions, Industry, Resources, About, Partners, Blog, and Get a Quote. The main content area has three tabs: Admin, User (selected), and Developer. The 'User Login' section contains two input fields: 'Fax Number (11 Digits in US), Email Address, or Account ID *' with a red asterisk and a 'Required' label, and 'Password *' with a red asterisk. Both fields have yellow callout circles with the numbers 2 and 3 respectively. Below the fields are two buttons: 'Login >' and 'Use SSO', with a yellow callout circle with the number 4 pointing to the 'Login >' button. A red link 'Forgot my Password' is located below the 'Login >' button. To the right of the login form is a section titled 'Am I a user or an administrator?' with three sub-sections: 'User', 'Administrator', and 'Group Administrator', each with a list of bullet points describing their permissions.

eFax Corporate

Support (800) 810-2641
Call Sales 1 (888) 532-9265

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Admin User Developer

User Login

Fax Number (11 Digits in US), Email Address, or Account ID * * Required

Password *

[Forgot my Password](#)

Login > Use SSO

Am I a user or an administrator?

User

- I can send and receive faxes and use the website to customize settings (pdf vs. tif, etc.) on my account.
- My fax number is made up of 11 digits (or more for international).

Administrator

- I can add and manage all numbers in our account and grant security access to each user.
- My account number is made up of six digits.

Group Administrator

- I can manage groups of users in our account and grant access to each user.
- My account number is made up of six digits, and I have a user name.

My Account

Company: Employee Demo - Luwanda Pinair

Administrator:

Alex Reyes, Andrea Tatro, Anth

eFax® Number(s): ▼

[Learn about the new site](#)

Anthony Morgia , (anthony.morgia@windstream.com) **welcome to your eFax Corporate account!**

Use the quick links below to access a host of online features available to you.

To access eFax from your desktop [download eFax Messenger](#)



SEND FAXES

Send faxes with cover pages and attachments.



REPORTS

Run reports of your fax send and receive activity.



ACCOUNT DETAILS

View and update your profile and set preferences.



HELP

Find the online help you need and get your FAQs answered.


Send a Fax - Portal



1. Click “**Send Faxes**”
2. Enter Recipients Information
3. Enter Cover Page Information (Optional)
4. Click “**Choose File**”, then select file from PC
5. Click “**Send Fax**”

The screenshot shows the 'Send a Fax' portal interface. It includes a 'Send a Fax' title bar with a close button. Below is the 'Add Recipient(s)' section with a 'Choose From Contacts' button, input fields for Company, Last Name, and Fax Number, and a 'Save Contact' checkbox. There are 'Add' and 'Remove' buttons. Below that is a 'Recipient List' section with a scrollable area. Further down are input fields for Reference ID, Account ID, Client, and Matter, along with dropdown menus for 'Fine (Better Quality)' and 'Send Receipt Email'. A checked 'Include Cover Page' checkbox is present. The 'Subject' field is highlighted with a yellow circle and the number 3. Below the subject is a 'Message' text area. The 'Attachments' section includes a 'Choose Files' button and the text 'No files chosen', with a yellow circle and the number 4. At the bottom right, there is a 'Send Fax' button with a right-pointing arrow, highlighted with a yellow circle and the number 5.

Sent Fax - Confirmation - Portal

Send a Fax Confirmation 

Fax Sent To: 15013258999,Renee,Carroll

Recipient's First Name: Renee

Recipient's Last Name: Carroll

Recipient's Company:

Account ID:

Client:

Matter:

Reference ID:

Fax Quality: Fine (Better Quality)

Subject: Test

Coverpage:

Good Afternoon, This is a test fax
Anthony

Attachment(s):

Sent Fax - Portal

Example of Sent Fax
(Cover Sheet & Message)



FAX COVER SHEET	
TO	Renee
COMPANY	
FAX NUMBER	15013258999
FROM	Anthony
DATE	2022-04-06 14:27:25 EDT
RE	Test
COVER MESSAGE	
GoodAfternoon,	
This is a test fax	
Anthony	

Received Fax - Portal

Example of Received Fax

(Cover Sheet & Message)

To: +15013257737	Page: 1 of 2	2022-04-06 14:36:49 EDT	15013258999	From: Renee Carroll
FAX COVER SHEET				
TO				
COMPANY				
FAX NUMBER	15013257737			
FROM	Renee			
DATE	2022-04-06 14:36:26 EDT			
RE	Test Back at ya			
COVER MESSAGE				
Here is a test back at ya				

Reports

1. Click **“Reports”**
2. Select **“From”** & **“To”** Dates
3. Select **# of Days**
4. Click **“Go”**

Reports - Example



eFax Send Usage - April 2013

Customer Key	First Name	Last Name	Total Pages	Duration	Amount
Dept Code:					
43247902	Martina	Hancock	4	240	\$0.32
43248002	Bridget	Brewster	57	3420	\$4.56
43247982	Betty	Irving	38	2280	\$3.04
Total			99	5,940	\$7.92
Total			99	5,940	\$7.92

Activity Report

Received Messages

Use this log to view records of all faxes and voice messages that have been received by any user assigned to your corporate account. Times shown are in Eastern Time (Daylight Savings).

DISPLAY LOGS FOR:

CHOOSE A NUMBER:

LOGS RECEIVED WITHIN:

Job#	Date	From	Duration	Pages
stl1_did18-1367411711-6464175923-16	5/1/13 8:35 AM	85230176753	00:00:27	1
stl1_did13-1367004202-6464175923-43	4/26/13 3:23 PM	Jim Syrk16464175923	00:00:30	1
stl1_did15-1363101288-6464175923-35	3/12/13 11:14 AM	17047062450	00:00:56	2
stl1_did13-1360271521-6464175923-5	2/7/13 4:12 PM	212 326 8782	00:01:56	1
stl1_did18-1354202120-6464175923-11	11/29/12 10:15 AM	unknown	00:00:35	1

Online Help

1. Click “**Help**”
2. Select Topic from “**Frequently Asked Questions**”

▶ HOME ▶ SEND FAXES ▶ REPORTS ▶ ACCOUNT DETAILS ▶ **HELP** ▶ LOGOUT

Online Help

Here you will find the answers you need to help you get the most out of your eFax service.

Company: Employee Demo - Luwanda Pinair

Administrator: Alex Reyes, Andrea Tatro, Anth

eFax® Number(s): +1 501 325 7737

Frequently Asked Questions

- ▶ What is an eFax Corporate number?
- ▶ How do I access my account?
- ▶ How do I retrieve a fax?
- ▶ How do I send a fax?
- ▶ How do I change my email address or fax number?
- ▶ How do I get a second copy of a message?
- ▶ How do I avoid unsolicited fax advertising?
- ▶ How do I download eFax Messenger?
- ▶ How do I know who my eFax Corporate Administrator is?
- ▶ How do I contact Customer Service?
- ▶ Glossary


Customer Service

United States
Email: corporatesupport@mail.efax.com
Phone: 1(323)817-3202 or 1(800)810-2641

EUROPE
Email: corporatesupporteu@mail.efax.com
Phones:
+44 203 005 5252
+33 1 71 02 53 30
+49 800 000 3164
+353 1 438 0713

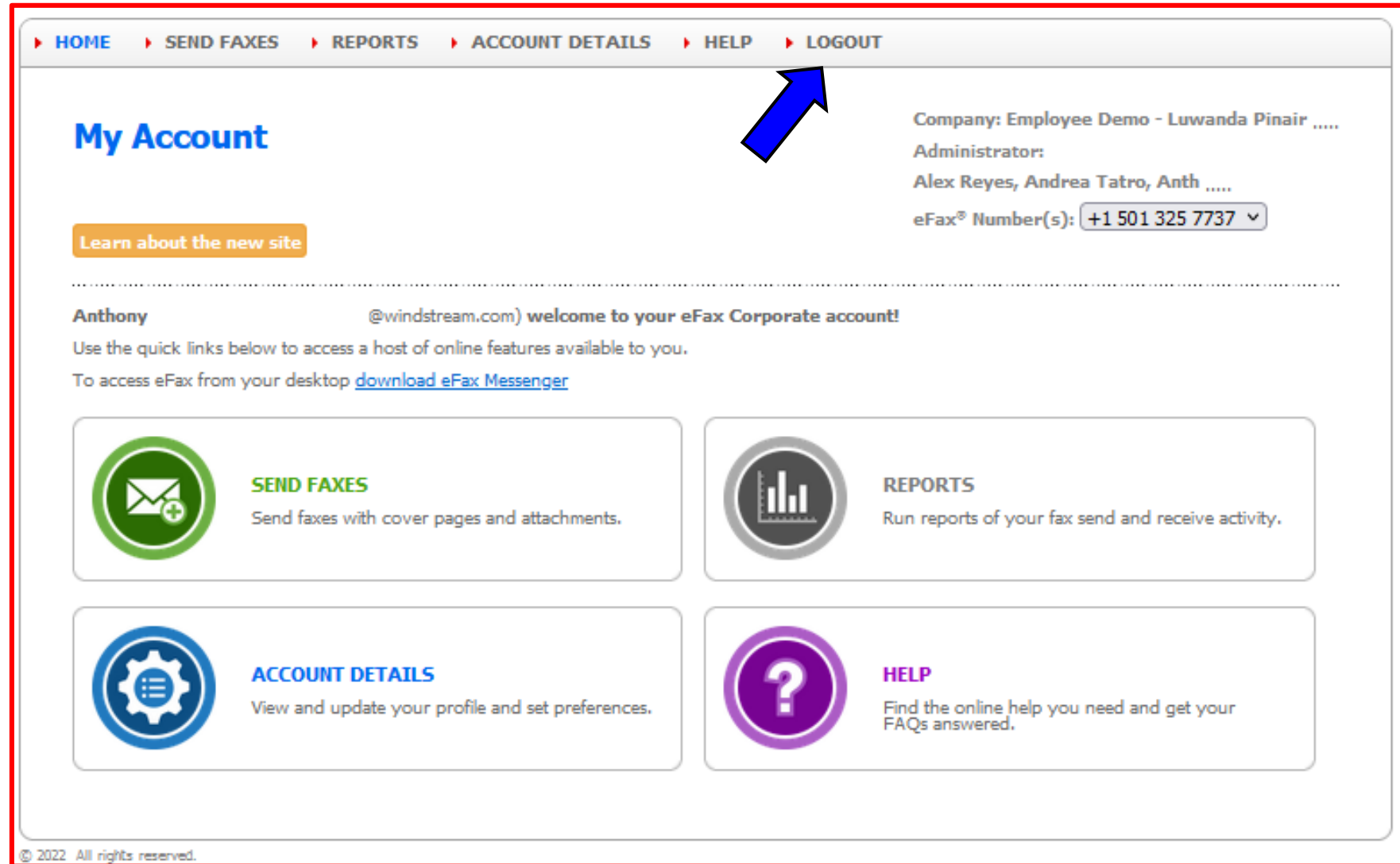
Help Guides

[Detailed Help Guide](#)

 Download eFax Messenger for Windows.
▶ Download

Logout

- Click “Logout”







Navigation menu: [HOME](#) [SEND FAXES](#) [REPORTS](#) [ACCOUNT DETAILS](#) [HELP](#) [LOGOUT](#)

My Account

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 ACCOUNT DETAILS View and update your profile and set preferences.	 HELP Find the online help you need and get your FAQs answered.

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