

How to Send a Fax Via Email

Each user(s) email address needs to be entered in the Portal prior to sending and receiving faxes. Select, "Fax Numbers" from the top menu icons to manage user(s).

E-Mail to Fax Setup

To send a fax using our Email-to-Fax service simply send an email using the following parameters:

1. Email can support multiple email attachments and SEND TO recipients. The body of the message may also act as a cover page by adding '**cover page**' to the end of the subject.
2. Attachments may be sent in JPG, PDF, Adobe PostScript, TIFF, Microsoft Word, Excel, CSV, HTML & Plain Text formats.
3. Address with the following information:

To: <10_digit_number>@emaiyourfax.com

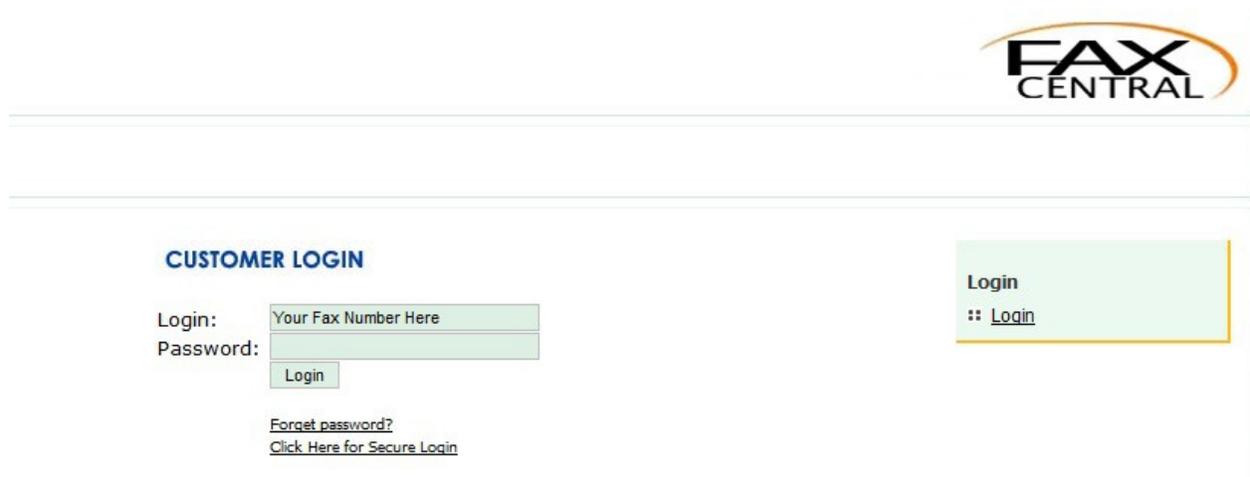
From: authorized@email_address.com

Subject: <Your Fax DID number; 10 digits only>

Body: <Whatever you desire here. Make certain you place, '*Cover Page*' at the end of the Subject Line if you wish for this information to serve as your cover page>

ViewMyFax.com Access

1. Go to URL www.viewmyfax.com
2. Login with credentials



FAX CENTRAL

CUSTOMER LOGIN

Login:

Password:

[Forget password?](#)
[Click Here for Secure Login](#)

Login
:: [Login](#)

3. Immediately send a fax by completing the fields and uploading documents in JPG, PDF,

Adobe PostScript, TIFF, Microsoft Word, Excel, CSV, HTML or Plain Text formats

4. Navigate the page via top or side menu to manage and maintain faxes

Quick Links:



Welcome **2147235678** | [logout](#)
0 new messages.

 Welcome to our Electronic Fax Customer Portal.

You currently have 0 new messages. [Click here](#) to view your messages.

We have recently redesigned and made extensive changes to the fax portal. As part of our on-going effort to improve this service, we are looking for comments, suggestions or bug reports.

Suggestions:

Quick-fax:

To:

From: CallerID:

Fax File: No file selected.

Email Notification:

FOLDERS

- :: [Inbox \(0/1\)](#)
- :: [Sent](#)

FUNCTIONS

- :: [Send a Fax](#)
- :: [Quick Send Fax](#)
- :: [My Contacts](#)

ACCOUNT RELATED

- :: [Fax From Emails](#)
- :: [Post Notification Email](#)
- :: [My Fax Numbers](#)
- :: [Change Password](#)
- :: [Support](#)
- :: [FAQ](#)
- :: [Log Out](#)

Fax Status and Confirmations:

When using the email to fax option, the email sending the fax will be sent fax status and notification.

When using the Desktop Application or the Fax Enable Device the email which is set in the "Post Notification Email" option under the Account Related section of the Web Portal will be notified.

Note: When using the Fax Enable Device, confirmation notices directly from the fax machine **are not accurate**. This simply shows that the Fax was able to transmit the fax to the Fax Enable Device and is still processing. We suggest disabling these confirmation notices on your fax machine to prevent any confusion.

Fax Retention Period

Inbound - 180 days

Outbound - 30 days