

How Do I Set Up My Fax Numbers?

To begin faxing, you need to add your fax numbers to the account and assign them to users. This is done by logging in to the eFax Corporate Admin Portal here: <https://www.efaxcorporate.com/mgmt/login>

Adding Fax Numbers To Your Account

- Step 1:** Click on the “Fax Numbers” tab at the top of the screen
- Step 2:** Click the blue drop down menu titled “Page Actions” and select “Add Fax Numbers”
- Step 3:** Click the “Area Code” radio button, select your nearest city, enter your preferred Area Code, and click “Search”
- Step 4:** Enter the quantity of fax numbers you would like to add and click “Add Fax Numbers.”

Creating Users & Assigning Fax Numbers

- Step 1:** Click the “Users” tab at the top of the screen
- Step 2:** Click the blue drop down menu titled “Page Actions” and select “Add User”
- Step 3:** Enter a First Name, Last Name, and Email Address. (Note: if your number is not intended for a specific individual, you may enter anything you’d like in the the First Name and Last Name fields - for example you could enter a department, business, or location name instead)
- Step 4:** Select the fax number you would like to assign to this user from the drop down on the bottom right-hand corner
- Step 5:** Click “Create User”

Adding Multiple Emails to a Fax Number

If you have multiple people who you’d like to be able to send and / or receive faxes with a given fax line, you can add their email address to that number. Please note that you can add up to 5 total email addresses.

- Step 1:** Click the user assigned to the fax number to which you’d like to add additional email addresses
- Step 2:** Click “Advanced Settings” on the lower right-hand corner of the screen
- Step 3:** Click the “Preferences Tab” - you should see two columns: “Receiving Faxes” and “Sending Faxes”
- Step 4:** Enter the email address into the “Receive Email Address” field and click the “+” sign. Enter the email address into the “Send Email Address” field and click the “+” sign
- Step 5:** Click “Update User”