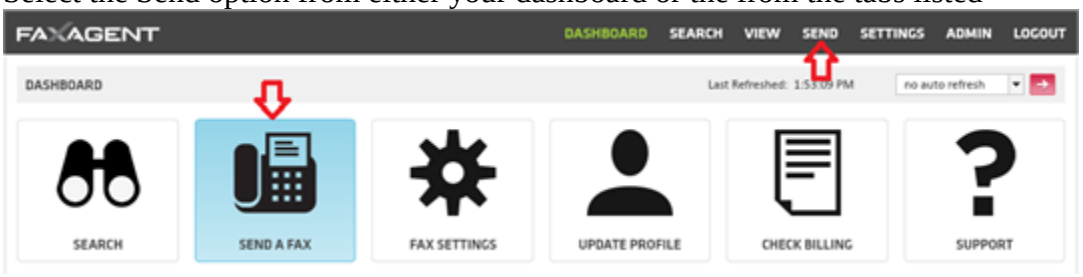
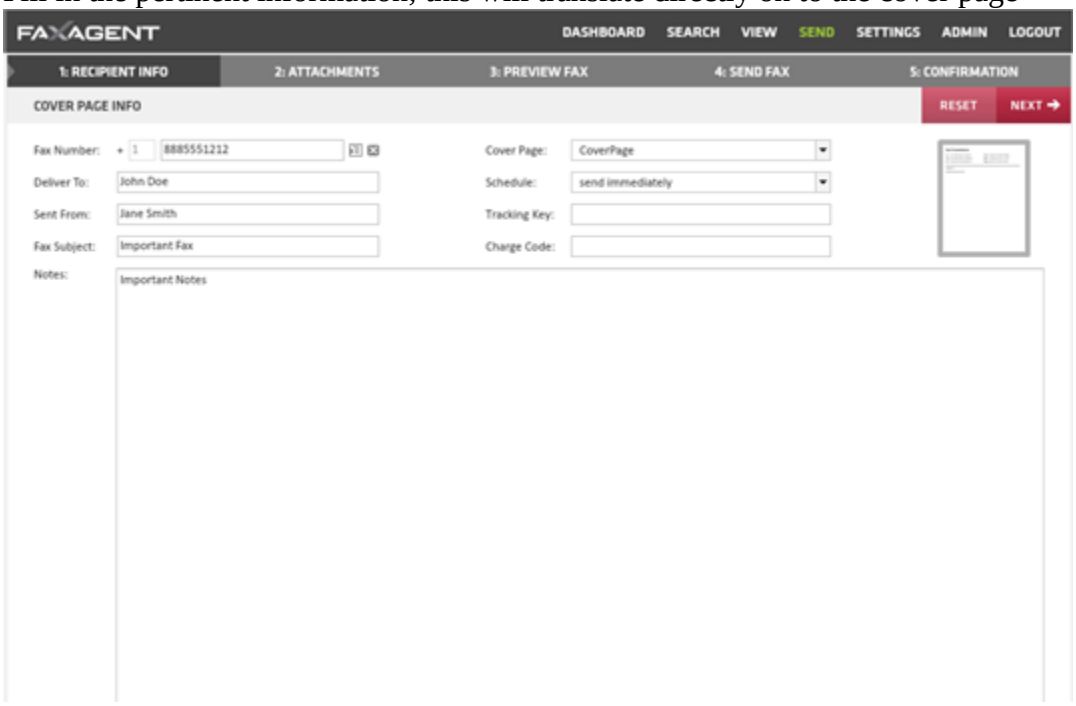
# Sending a fax through the Web Portal

1. Login to your portal at https://efax.winntel.com
2. Select the Send option from either your dashboard or the from the tabs listed

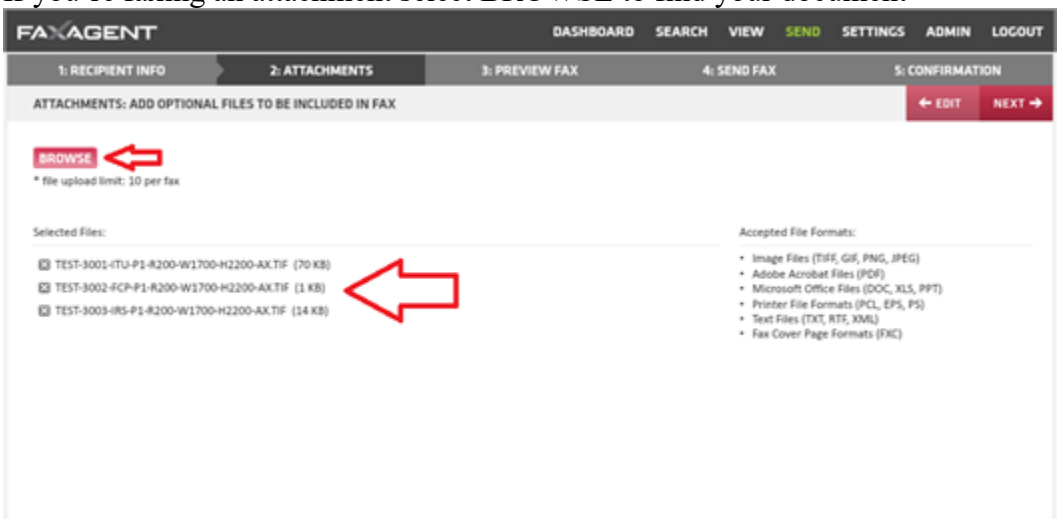



3. 1: Recipient Info
   - Fill in the pertinent information; this will translate directly on to the cover page

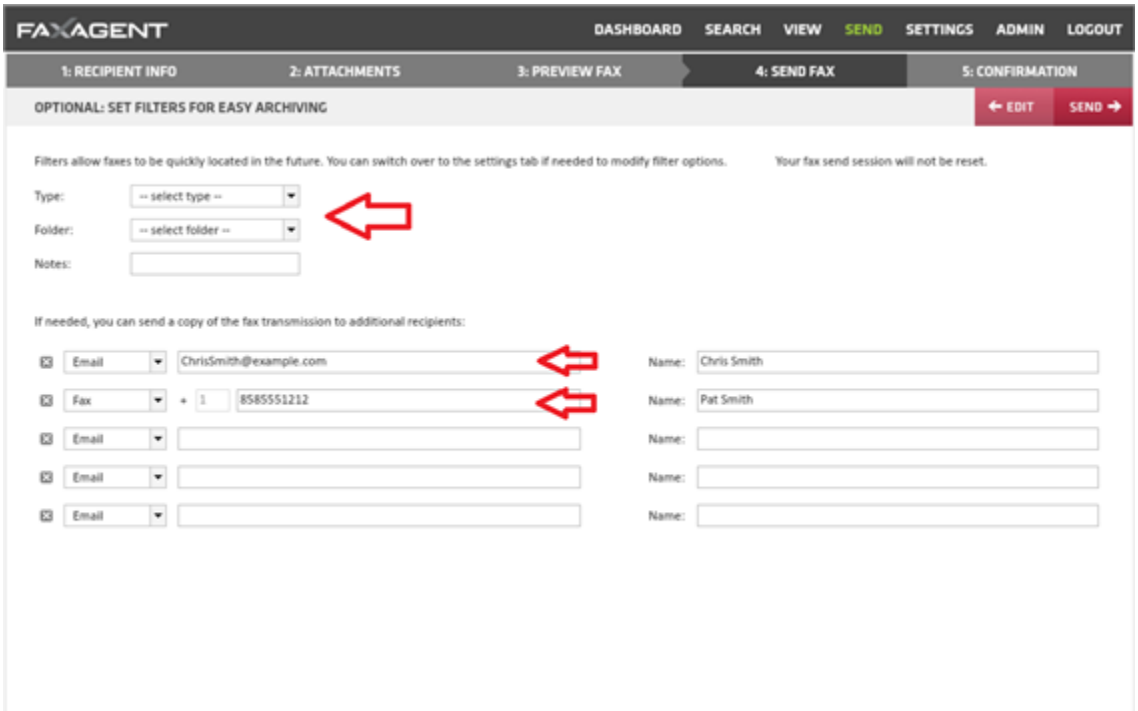



     - Fax Number (required): The fax number your are sending to
     - Deliver To: The name of the person you are faxing
     - Sent From: This will default to your user name, but you can update it here
     - Fax Subject: Subject of the fax
     - Notes: This will show in the body of the cover page
     - Cover Page: This will allow you to select whether or not your fax is sent with a cover page or chose between available cover pages
     - Schedule: This will allow you to send immediately or delay sending to a future date
     - Tracking Key and Charge Code: are open fields that are searchable for future use (client codes, billing, etc.)
   - Once it is completed to your satisfaction select the NEXT button in the top right

4. 2: Attachments
    - If you're faxing an attachment select BROWSE to find your document



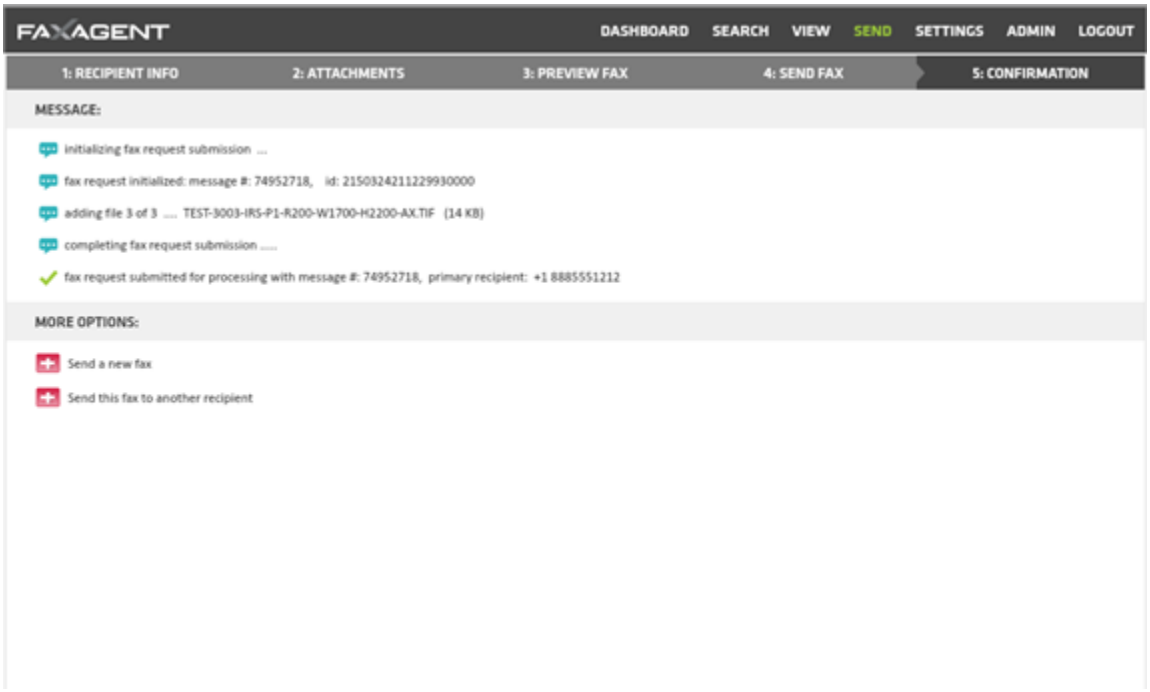

    - You can select up to 10 attachments per fax
    - Once you have the documents attached select NEXT in the top right
5. 3: Preview Fax
    - From the Page Preview page you will see how many documents you've attached and the layout of the cover sheet
        - Please note that no information will show in the example
    - Select NEXT in the top right
6. 4: Send Fax




    - From this page you can add a Type, Folder or add notes that are searchable in the future when looking for this fax again.
    - You can also include up to 5 other recipients of the fax via email or fax delivery.

- Once you've made your selection (or left this blank) hit SEND in the top right

7. 5. Confirmation




- This page gives you a little information about the sent fax
  - Message #
  - How many attachments were included
  - The primary recipient
  - And the fax number you are sending to
  - You can also choose to Send a new fax or Send this same fax to someone else