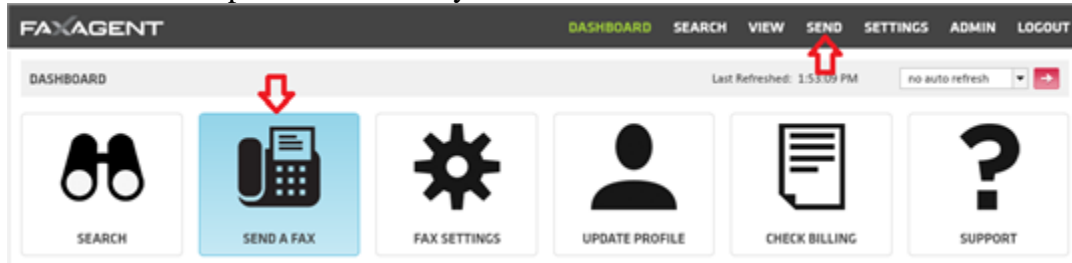
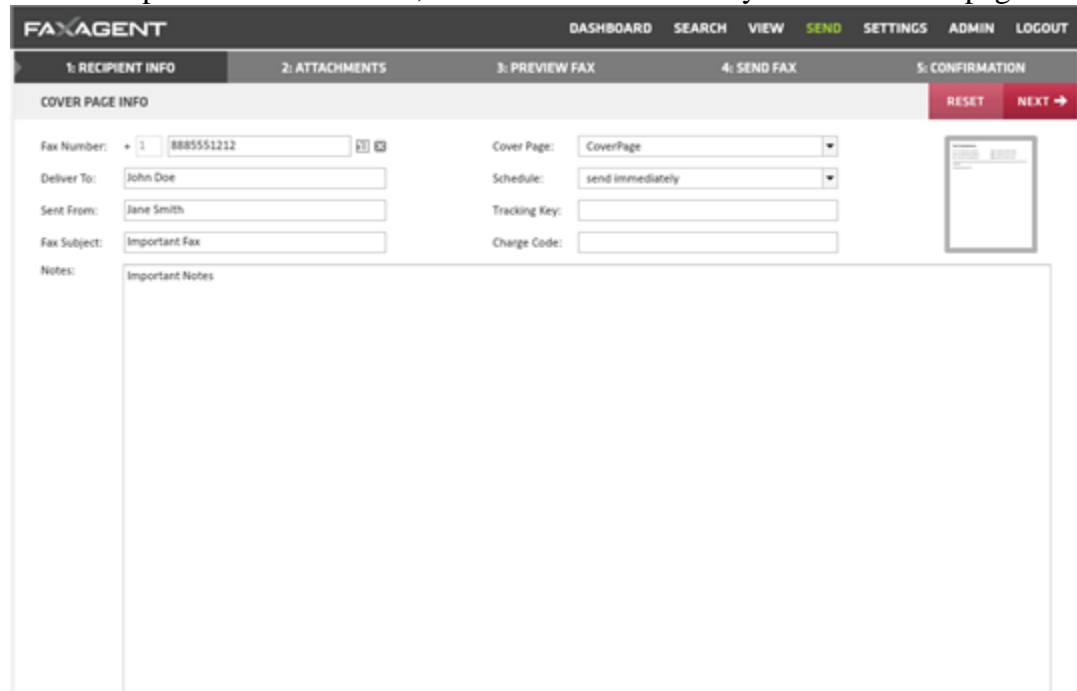


Sending a fax through the Web Portal

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



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

A screenshot of the FAXAGENT web portal showing the '1: RECIPIENT INFO' form. The form is titled 'COVER PAGE INFO' and includes fields for 'Fax Number', 'Deliver To', 'Sent From', 'Fax Subject', 'Notes', 'Cover Page', 'Schedule', 'Tracking Key', and 'Charge Code'. The 'Fax Number' field contains '+1 8885551212'. The 'Deliver To' field contains 'John Doe'. The 'Sent From' field contains 'Jane Smith'. The 'Fax Subject' field contains 'Important Fax'. The 'Notes' field contains 'Important Notes'. The 'Cover Page' dropdown is set to 'CoverPage'. The 'Schedule' dropdown is set to 'send immediately'. The 'Tracking Key' and 'Charge Code' fields are empty. The form has 'RESET' and 'NEXT' buttons in the top right corner.

- 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.)
- o 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

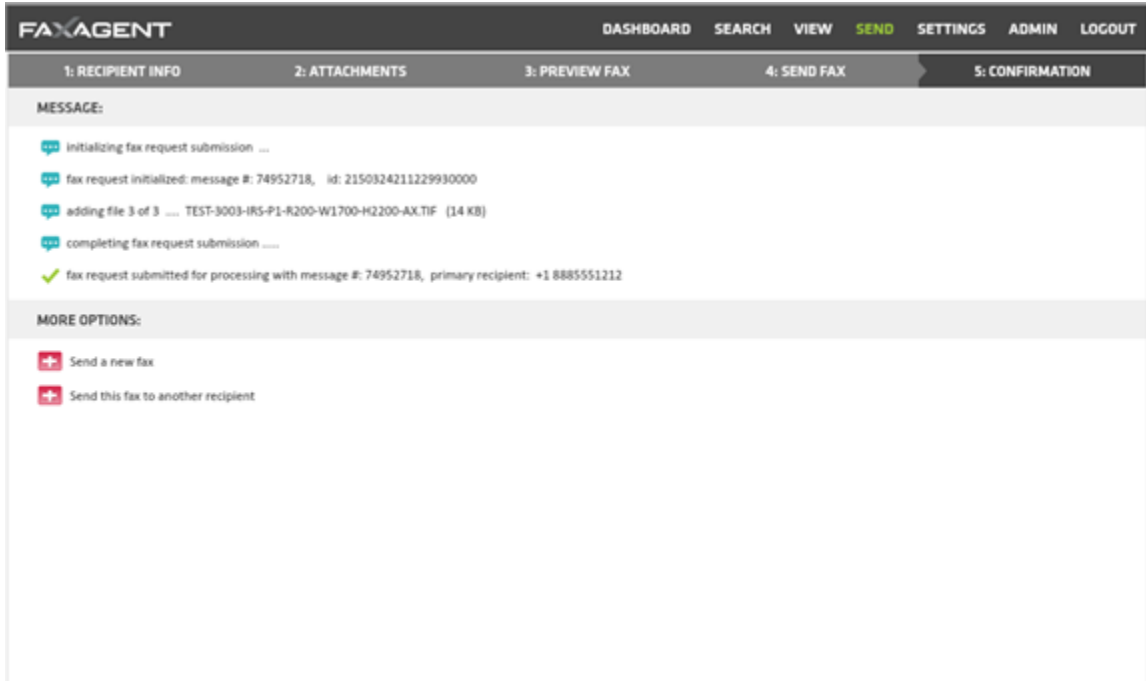
5. 3: Preview Fax

- 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