



Quick Reference Guide



Virtual Fax

Email-to-Fax Service

To send a fax using our Email-to-Fax service simply send an email using the following parameters. Email-to-Fax supports up to 5 attachments.

(Attachments may be sent in JPG, PDF, Adobe PostScript, TIFF, Microsoft Word, Excel, CSV, HTML & Plain Text formats.)

Email Format:

To: <10_digit_number>@emaiyourfax.com

From: authorized@email_address.com

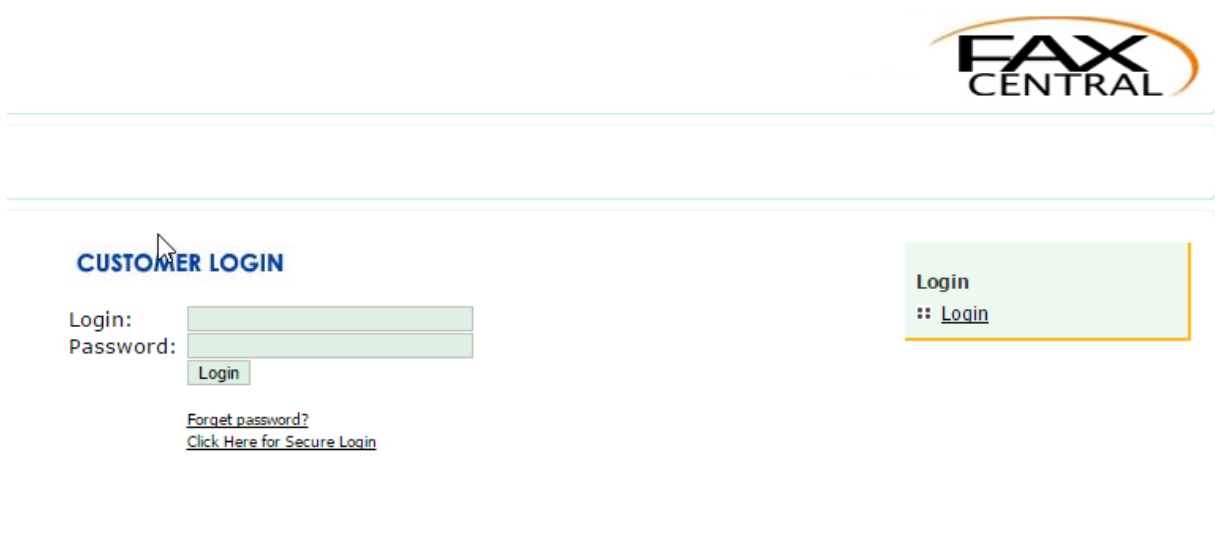
Subject: <Your vFax DID number; 10 digits only> (You may now add 'cover page' to the subject line to have our system utilize the email body as a cover page)

Body: <blank>

-Upon submission our system will reply with a confirmation or rejection notice.

vFax Portal

Visit <http://viewmyfax.com> to log into the portal. From here you will be able to send and receive fax messages with a visual interface.



The screenshot displays the FAX CENTRAL logo at the top right. Below it, the 'CUSTOMER LOGIN' section is visible. On the left, there are two input fields for 'Login:' and 'Password:', with a 'Login' button underneath. Below the password field are two links: 'Forget password?' and 'Click Here for Secure Login'. On the right side of the login area, there is a separate box containing the text 'Login' and a link ':: Login'.