# Secure Cloud Fax Quick Guide

**There are several different ways to send a fax using BullsEye Secure Cloud Fax:**

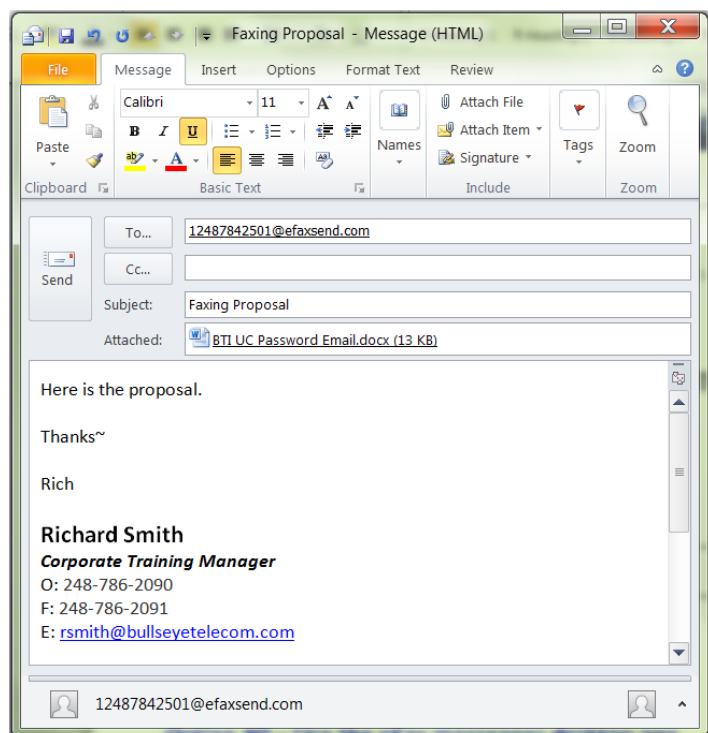- **Email**
- **Portal**
- **App**

**Before sending a fax using the app, you'll need to install it on to your desktop, tablet, or cell phone (see Appendix A).**

## Sending a Fax via Email

1. Using your email application, (e.g., MS-Outlook), create a new email.

2. In the "**To**" field, enter the *recipients fax number including a leading "1"*, followed immediately by *"@efaxsend.com"*.

   **Note:** To send the fax via *Enforced TLS Fax Transmission*, you will enter the recipient's fax number including a leading "1" followed by **@efaxsendsecure.com** in the To field.

   - Complete the *subject line* and *body of the message*.
   - If you would like, *attach a document*.
   - Click *Send*.

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## Sending a Fax via the Web Portal

1. **Go to the following URL:**
   https://www.efaxcorporate.com/corp/twa/login

2. **Login**

   - Under the *User* tab, enter your Cloud Fax number you received via email when your account was first set-up (including leading "1"), Email Address or Account ID.
   - Enter your Password.
   - If you forget your password, click *Login Help*.

3. **Click *Submit*.**

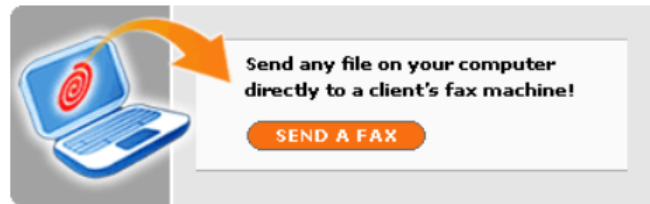**Secure Login**

| User | Admin | Bookmark this page |
| --- | --- | --- |

Fax Number (11 Digits**), Email Address or Account ID

[                    ] *

Password

[                    ] *

☐ Remember my account number

>> **Login Help**    **Submit**

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4. **Click on *Send a Fax*.**

Send any file on your computer directly to a client's fax machine!

**SEND A FAX**

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5. **In the Send Fax To area,** *complete the fields that are applicable*.

   **NOTE:**

   - A "1" must be entered in front of your 10-digit fax number.

   - In order to receive a fax receipt, a valid email address must be entered.

   - Do not include any prefix you normally dial to get an outside line (such as 9).

**Send fax to**

| | | |
| --- | --- | --- |
| ? | FAX NUMBERS | 12487842800 + |
| | RECIPIENT'S NAME | Joe Smith |
| | RECIPIENT'S COMPANY | ACME Corp. |
| | REFERENCE ID | 001 |
| | ACCOUNT ID | |
| | CLIENT | |
| | MATTER | Confidential |
| | FAX QUALITY | Fine (Better Quality) ▾ |
| | FAX RECEIPT EMAIL ADDRESS | test@bullseyetelecom.com ▾ |

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6. **In the Cover Page area, complete the Cover Page section. If a cover page is NOT to be included, remove the check mark.**

**Cover page**

| | | |
| --- | --- | --- |
| ? ☑ | | INCLUDE COVER PAGE |
| | SUBJECT | Proposal |
| | MESSAGE | This is a proposal for a quote. Please acknowledge. Thank you. |

7. **In the Attachments area, click on *Browse* to locate and select an attachment. View the name of your document in the field to validate that the upload was successful.**

   NOTE: Up to 5 documents can be attached. The max file size per document is 6MB. Many different file types are supported. Click List of supported file types for more information.

8. **Click *Submit* to send your fax.**

**Attachments**

Click a Browse button below to select a file stored on your computer. The File Upload window will appear. In the "Files of Type" field, choose "All Files(*.*)." Find and select the file you would like to fax and click "Open." (If you do not see the "Browse" buttons below, your browser does not support file uploading. Please see help section for details.)

▸| List of supported file types

| ? | DOCUMENT 1 | C:\Users\rsiyufy\Desktop\201 | Browse... |
| | DOCUMENT 2 | | Browse... |
| | DOCUMENT 3 | | Browse... |
| | DOCUMENT 4 | | Browse... |
| | DOCUMENT 5 | | Browse... |

+| Required                      **SUBMIT**

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9. **A Fax Sent message will appear. *Look at the bottom of the message to verify that the message was sent.***

   NOTE: You should see the document name and a *green check mark* if the transmission was executed properly.

**Fax Sent**

| FAX SENT TO | 12487842501 |
| RECIPIENT'S NAME | Joe Smith |
| RECIPIENT'S COMPANY | ACME Corp. |
| ACCOUNT ID | |
| CLIENT | |
| MATTER | Confidential |
| REFERENCE ID | 001 |
| FAX QUALITY | fine |
| SUBJECT | Proposal |
| COVER PAGE | This is a proposal for a quote. Please acknowledge. Thank you. |

| bti import list 2.xlsx | 12021 bytes | ☑Sent |

🖨 Print this page

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## Receiving a Fax

**To receive a fax, simply provide the sender your Cloud Fax number you received via email when your account was first set-up. If**

**Once the fax completes, you will receive it via your email inbox.**
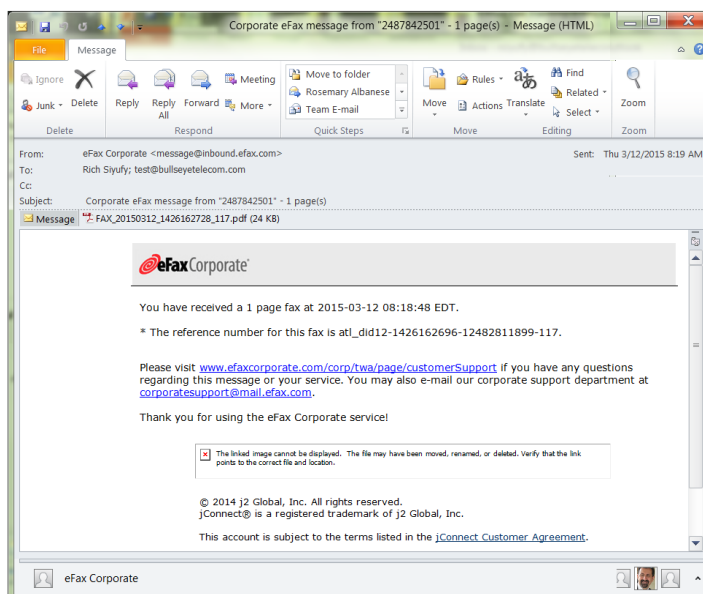
**Managing Your Account**

## *Log-in to Your Account*

1. **Log in to** https://www.efaxcorporate.com/corp/twa/login

2. **Login**

   ▪ Under the *User* tab, enter your Cloud Fax number you received via email when your account was first set-up (including leading "1"), Email Address or Account ID.
   ▪ Enter your Password.
   ▪ If you forget your password, click *Login Help*.

3. **Click** *Submit*.

**Secure Login**

| User | Admin | | Bookmark this page |

Fax Number (11 Digits**), Email Address or Account ID

[                    ] *

**Password**

[                    ] *

☐ Remember my account number

>> Login Help          **Submit**

## *Reviewing/Updating Profile information*

1. **Click** **Profile** **on the right.**

2. **Review/update** **Profile Information** **as needed.**

3. **Click** *Update*.

   The Profile page is redisplayed with the message *Your account has been updated*.

**My Account**

▸ Account Overview
▸ Profile
   → Profile
   Change Password
▸ Preferences
▸ Activity Reports

▸ Send a Fax

▸ Message Center

▸ Logout

**Profile Information**

| | |
|---|---|
| FIRST NAME | BullsEye |
| LAST NAME | Telecom |
| COMPANY | BullsEye Telecom |
| ADDRESS 1 | 25925 Telegraph |
| ADDRESS 2 | 210 |
| CITY: | Southfield |
| STATE: | Michigan |
| ZIP CODE: | 48033 |
| COUNTRY | United States |
| WORK PHONE | |
| CONTACT EMAIL | tomtest@abc.com |
| CONFIRM CONTACT EMAIL | tomtest@abc.com |
| ☐ UPDATE SEND AND RECEIVE EMAIL | |
| TIMEZONE PREFERENCE | Eastern Time (Daylight Savings) |
| DATE PREFERENCE | |
| SEND FAX DATE PREFERENCE | |
| ACCOUNT ID | |

+I Required

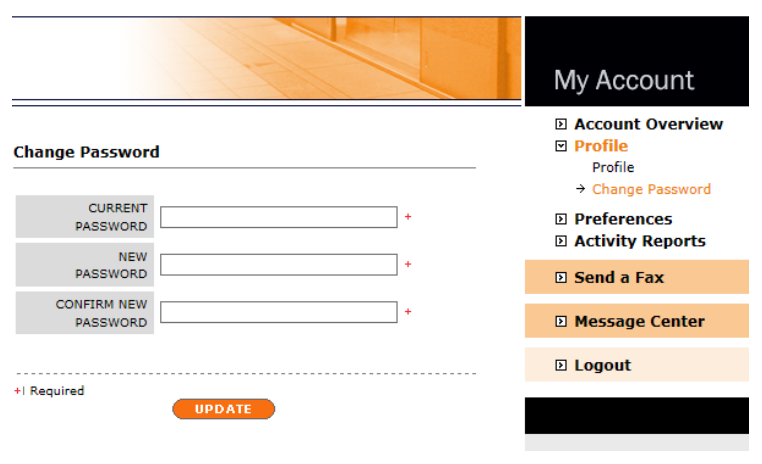**UPDATE**

## Changing Your Password

1. Expand the **Profile** option on the right.

2. Select **Change Password**.

   - Enter your *Current Password*.
   - Enter your *New Password*.
   - Confirm *New Password*.

3. Click *Update*.

   The message *Your password has been changed* is displayed.



## Updating Preferences

1. Expand the *Preferences* option on the right.

2. To add an additional email address to receive your faxes, click *Receive Email Accounts*:
   a. Enter the email address in the *Add Address* field.
   b. Click *Add*.

   *-or-*

   To delete an email address that's receiving your faxes:
   a. Select one or more email addresses in the *Delete Addresses* field.
   b. Click *Delete*.
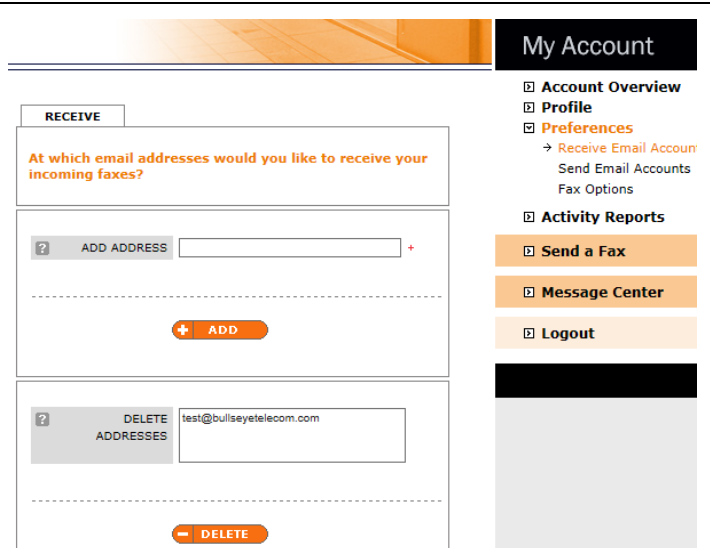
3. To add an additional email address from which you can send your faxes, click *Send Email Accounts*.
   a. Enter the email address in the *Add Address* field.
   b. Click *Add*.

   *-or-*
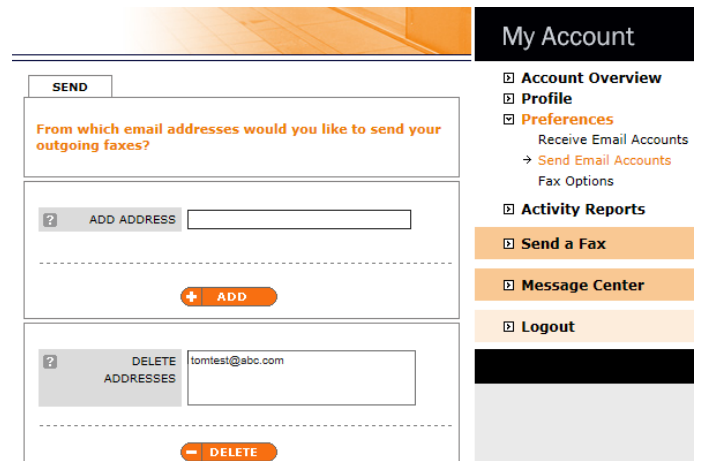
   To delete an email address from which you can send your faxes:
   a. Select one or more email addresses in the *Delete Addresses* field.
   b. Click *Delete*.

## Viewing Activity Reports

| | |
|---|---|
| 1. Expand the *Activity Reports* option on the right.<br><br>2. Select *Received Logs* or *Sent Logs*:<br><br>    By default, call activity for the past 30 days is displayed.<br><br>3. Change the Logs Received/Sent option *(30, 60, 90)* as desired.<br><br>4. To Print the report, click *Print this page* in the lower left. |  |

## Accessing Received Faxes via the Message Center

| | |
|---|---|
| 1. Click *Message Center* on the right.<br><br>    Inbox is displayed.<br><br>2. Double click on a fax in your Inbox to display the details.<br><br>3. Click on the fax attachment to open it in Adobe Reader.<br><br>    From Adobe Reader you can print or save the fax as desired. |  |
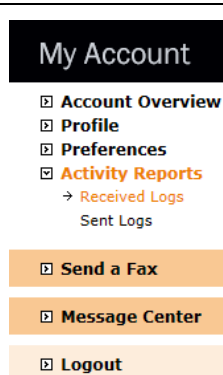
## Logging Out of the Web Portal

| | |
|---|---|
| Click *Logout* under the My Account options or under your name/fax number in the upper right of the page.<br><br>The Secure Log-in page is displayed. |  |

![Lingo +bullseye logo]

# Secure Cloud Fax Quick Guide

## Appendix A – Installing Apps

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### Installing Desktop and Tablet Apps

- **At the bottom of the Account Overview page, click on** *Download eFax Messenger*.

- **Follow the instructions to download the application to either your desktop or tablet.**

### Installing Phone Apps

- **Go to Google Playstore or the Apple Store. Perform a search for the eFAX app.**
- **Download and install it.**
- **Enter your User ID and Password.**

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**Welcome to eFax Corporate**

Send any file on your computer directly to a client's fax machine!
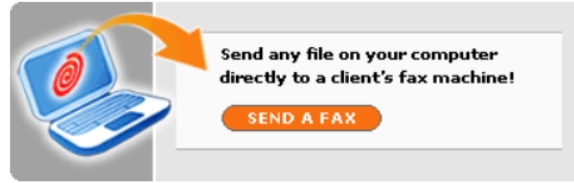
**SEND A FAX**

eFax Corporate, a partner of BullsEye Telecom, is the hub for all of your business eFax needs. Get all of your faxes delivered directly to your email. Never miss a fax again.

**How to send a fax - there are several ways to send a fax**

A. **Sending a fax through your email.**
   1. Compose the cover letter in the body of your email.
   2. Send the email to faxnumber@eFaxsend.com. *Within the USA, to send a fax to e.g., (312) 555-1212, you would type 13125551212@eFaxsend.com. Do not include any local or international dialing codes (e.g., 0,011,001). To learn how to send a fax internationally, click here.
   3. If you would like to include a file, attach the file to the email. Make sure the file is one we can accept. Click here for a list of acceptable file types. You may attach up to 4 attachments as long as the total message size does not exceed 6MB.

B. **Sending a fax through the web page webfax** click here

C. **Sending a fax using our software (using the "Send with Email" option)** click here

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📄 Download eFax Messenger

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