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## AWI's Convenient eFax Service

Sending and receiving fax documents has never been easier or more secure with AWI's electronic fax service. eFax replaces your hard fax machine and is managed entirely through a web portal that lets you send faxes and view received faxes. Keep your existing fax number or get a new one! Send to any fax machine with a 10 digit phone number, and receive them just as easily. Our system supports multiple file types : .html, .pdf, .doc, .docx, .jpg, .png, .tif, .odt, .txt

### How to use eFax Step by Step!

1. Access the AWI Phone Portal <https://phone.awinetworks.com/portal/>
2. Log in to the Portal using your credentials. You will receive a welcome email where you will be able to create a password. (If you did not receive this email, please contact technical support in order to be sent a new one).
3. Open the Fax Tab
4. Click Send Fax
5. Click Browse to locate the file you wish to fax.
6. Leave your fax number for caller ID.
7. Enter the Fax number which you wish to send to.
  - a. Be sure to include "1+" and then the number including area code
8. Click Send

If you find you are having difficulty using the eFax system, do not hesitate to call our friendly, local tech support at 435.674.0320 and then press option 3.