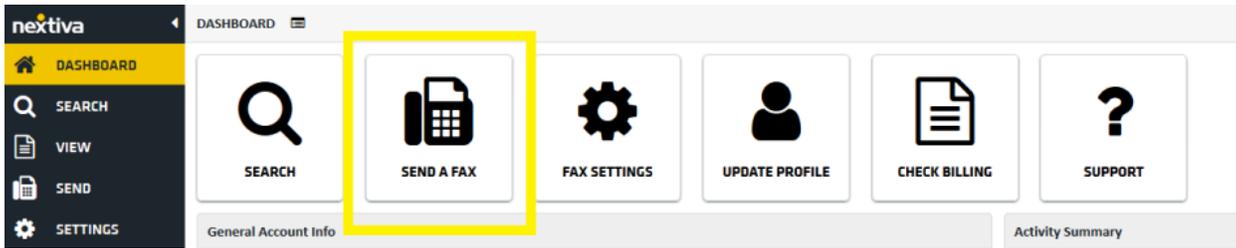
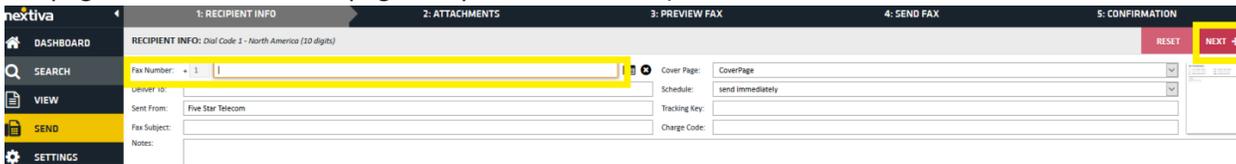


- +The website to use is <https://fax.nextiva.com/> (might be a good idea to add this website to your favorites)
- Log into the website using the username and password

To send a fax click on send a fax



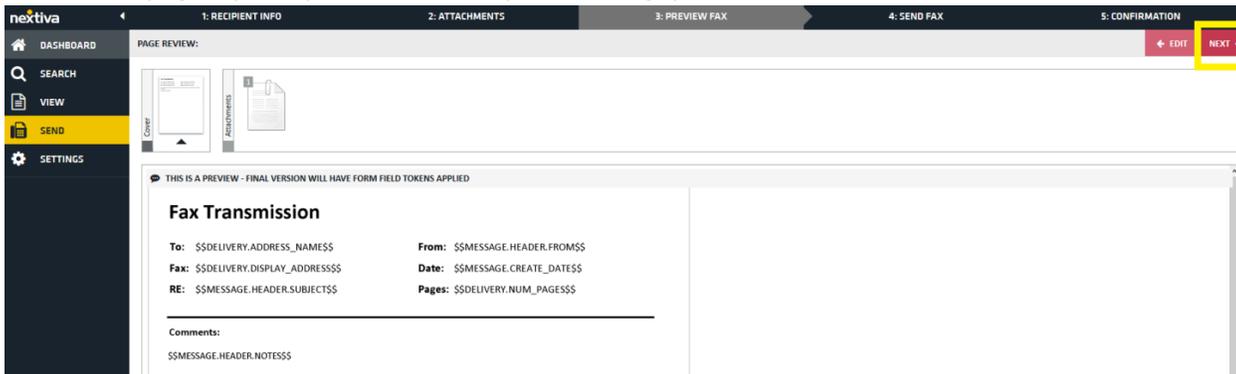
On the next page put in the phone number with the area code first (you can enter the other information if you want as this page would be the cover page but you don't have to) , then click next.



On the next page click browse and browse out to your PC where the file is saved that you wish to fax. If you do not have the document then you will need to scan it to your PC and save it, then click next



On the next page is just a preview of what your sending, you can click next



On the final page click send and you will be directed to a page that lets you know the fax was sent.

