

# How to Use E-Fax

Below are instructions on how to to send a fax.

Step 1 - Go to <http://efax.esi-estech.com/>

Step 2 - Username is (school fax number without dashes) & Password is (on the email) - may have to login twice

Step 3 - Click "Send Web to Fax"

Step 4 - Add Recipients Name, Subject, and fax number. After clicking fax number you have to click "Add"

Step 5 - Attach documents using the red button that says "Attach up to 3 documents for faxing"

Final step - click "Send Fax Now"

If you want to see previous days faxes, you can login to the website above, and instead of clicking "Send Web to Fax" you can click "Fax Activity Report " and select a date range, to see previous faxes sent and received.

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