

## Sangoma eFax Instructions

Depending on how your service was initially setup, inbound faxes may be sent to the portal, an e-mail, a physical fax machine or all 3. Contact [Macatawa Technologies](#) if you need to change the default incoming fax behavior.

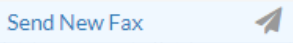

### eFax Portal

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1. Sign in at <https://fax.sipstation.com> Contact [Macatawa Technologies](#) for credentials if you do not already have them
2. The landing page will bring you to an inbox where you can see all faxes sent to the specified fax number
3. On the left side you can click on My DID's to see a list of Fax numbers associated with your login

### Sending a New Fax

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1. Above the Inbox label click on the link  Send New Fax
2. Select the number to send from
3. Type in the destination number as a 10 digit number including the area code
4. Select the resolution. Fine is acceptable for most cases unless the fax has finer details
5. Upload a PDF or TIFF file by either clicking on  Upload Document or dragging the file onto the browser window
6. Click Send
7. You can see the progress of the fax in the Outbox folder. If sent successfully it will move to the Sent folder