


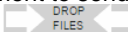


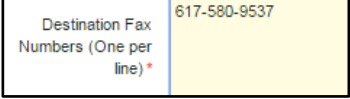



Fuze Portal Send Fax

Sign Into the Fuze Portal	Add File as an Attachment	Drag and Drop File
<ol style="list-style-type: none"> 1. In web browser, go to https://www.fuze.com 2. Click Login 3. Click Customer Portal Login 4. Type your Username 5. Click the Next  button 6. Type your password 7. Click the Login  button 8. Click the Home Tab 9. Select Send Fax 	<ol style="list-style-type: none"> 1. Click the Add File  button 2. Select file (PDF only) from computer 3. Select Open 4. File will then appear in Documents to be Sent 	<ol style="list-style-type: none"> 1. Select PDF document to send 2. Drag and drop to  field
Select Number to Send Fax From	Add Cover Page	Enter Destination Fax Number
<ol style="list-style-type: none"> 1. Select Fax Service number  2. Select Correct Fax Number from dropdown 	<ol style="list-style-type: none"> 1. Click Use Cover Page  button 2. Enter appropriate information 	<ol style="list-style-type: none"> 1. Type Destination Fax Numbers  2. If sending to multiples destinations, type only one fax number per line 3. Click the Send  button