www.trueipsolutions.com

Instructions for Online Fax Platform

In addition to traditional faxing, True IP Solutions also offers an online fax platform for paperless faxing. To use this feature, follow the instructions below:

1. In a web browser, go to www.viewmyfax.com. You will be redirected to the page below.

Notice: By logging into the ViewMyFax portal and enabling "fax-to-email" features, you take on full responsibility for HIPAA compliance, and you will be responsible for the HIPAA compliance of the emails sent.

CUSTOMER LOGIN

Login:

Password:

Login

Forget password?

Login

:: Login

2. Enter your Username and Password (provided by TIPS) and click Login.

3. You will be redirected to the screen below. This is where you will send and receive faxes. From this page, you can also view your fax numbers, save contact information, and manage various other features of the online fax service.

- To view faxes, click the "View Faxes" icon near the top of the page or the "Inbox" link in the sidebar on the right side of the page.
- To send faxes, click the "Send a Fax" icon near the top of the page or the "Send a Fax" link in the sidebar on the right side of the page.
- You can also perform a quick send fax by filling out the form in the middle of the page and uploading the file you wish to send.
- To view previously sent faxes, click the "Sent Faxes" icon near the top of the page or the "Sent" link in the sidebar on the right side of the page.