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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.

A screenshot of the 'ViewMyFax' customer login page. At the top right is the 'FAX CENTRAL' logo. Below it is a notice: '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.' The main content area is titled 'CUSTOMER LOGIN' and contains a login form with fields for 'Login:' and 'Password:', a 'Login' button, and a 'Forgot password?' link. On the right side of the form, there is a separate 'Login' button with a double colon icon.

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



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- 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.

The screenshot displays the True IP Solutions web interface. At the top, there is a navigation bar with a 'Quick Links' dropdown menu and a 'go!' button. Below this is a row of icons for 'Home', 'View Faxes', 'Send a Fax', 'Sent Faxes', 'Fax Numbers', 'My Contacts', and 'Support'. A welcome message for 'cplastics' with 17 new messages and a 'logout' link is visible. The main content area features a 'Welcome to our Electronic Fax Customer Portal' message, a notification about 17 new messages, and a 'Suggestions' form. Below this is a 'Quick-fax' form with fields for 'To:', 'From:' (pre-filled with 'Carolina Plastics Inc'), 'Fax File:', and 'Email Notification:' (pre-filled with 'msteeed@cplastics.com'). A 'go!' button is at the bottom of the form. On the right side, a sidebar contains sections for 'FOLDERS' (Inbox (17/18), Sent), 'FUNCTIONS' (Send a Fax, Quick Send Fax, My Contacts), and 'ACCOUNT RELATED' (Fax From Emails, Post Notification Email, My Fax Numbers, Change Password, Support, FAQ, Log Out).

- 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.