

Hosted Fax Quick Start Guide

Logging In:

1. Log in to the Customer Administration Portal by navigating to access.futiva.biz
2. Your login credentials are:

Username:

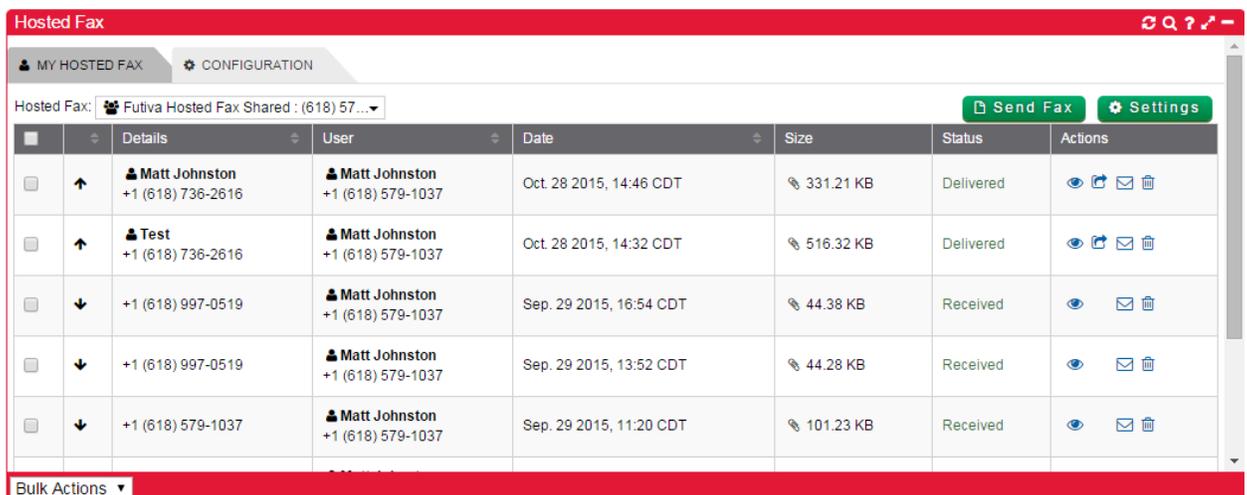
Password:

3. Locate the **Other Services** tab at the top of the page and click.



Overview:

4. The Hosted Fax widget allows you to view sent and received faxes, date and time of the fax, status, and also perform actions:



	Details	User	Date	Size	Status	Actions
<input type="checkbox"/>	 Matt Johnston +1 (618) 736-2616	 Matt Johnston +1 (618) 579-1037	Oct. 28 2015, 14:46 CDT	331.21 KB	Delivered	   
<input type="checkbox"/>	 Test +1 (618) 736-2616	 Matt Johnston +1 (618) 579-1037	Oct. 28 2015, 14:32 CDT	516.32 KB	Delivered	   
<input type="checkbox"/>	+1 (618) 997-0519	 Matt Johnston +1 (618) 579-1037	Sep. 29 2015, 16:54 CDT	44.38 KB	Received	  
<input type="checkbox"/>	+1 (618) 997-0519	 Matt Johnston +1 (618) 579-1037	Sep. 29 2015, 13:52 CDT	44.28 KB	Received	  
<input type="checkbox"/>	+1 (618) 579-1037	 Matt Johnston +1 (618) 579-1037	Sep. 29 2015, 11:20 CDT	101.23 KB	Received	  

Bulk Actions ▾

 View the sent/received fax content

 Resend the fax

 Email the fax to a specific address

 Delete the fax

Sending a Fax:

1. Locate the Send Fax button and click 
2. Enter the recipient name, fax number, and subject. Then either attach a PDF file to send or select text input to send a quick message.

Send a Fax ✕

Sender Details

Sender Name: Sender Fax Number *:

Recipient(s) Detail

Recipient Name: Recipient Fax Number *: 

Subject

Fax Type *

Attachment Text Input

Attachment(s) Max file size : 20 MB (attachment(s) size : 0 byte)  Attach New File

File Name	Action
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3. Locate the Send Fax button and click 