



Kloud 7

Business Communication Services

Internet Fax

iFax Web portal
User Guide

Documentation Guidelines

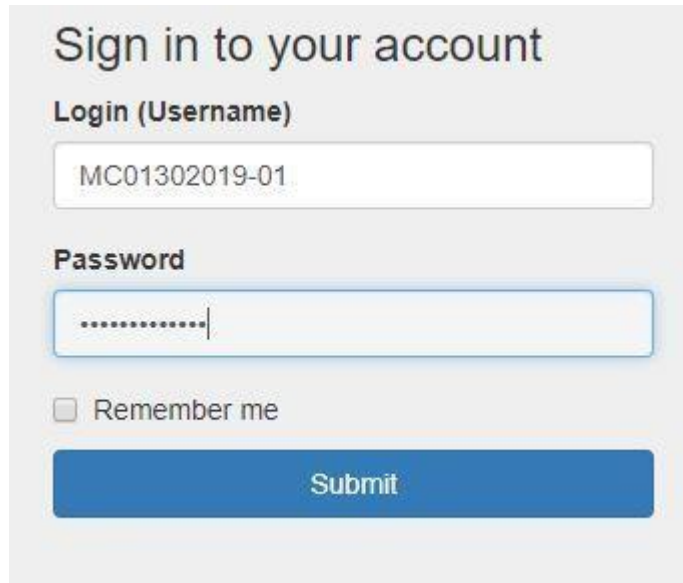
Documentation relating to services provided by Kloud 7 LLC, are informational guidelines that showcase technical details and use case scenarios designed to enhance product usability. Please contact hello@kloud7.com or call 844-855-6837 for all additional inquiries..



iFax Web Portal Guide:

Please follow the following steps to access your fax portal for sending and receiving faxes:

1. Open your web browser and browse out to <https://secure.ipfax.net/user.htm>
2. Please enter your login credentials to get access to your Fax portal.

A screenshot of a web portal login form. The title is "Sign in to your account". Below it is a label "Login (Username)" followed by a text input field containing "MC01302019-01". Below that is a label "Password" followed by a password input field with masked characters ".....". There is a checkbox labeled "Remember me" which is unchecked. At the bottom is a blue "Submit" button.

Sign in to your account

Login (Username)

MC01302019-01

Password

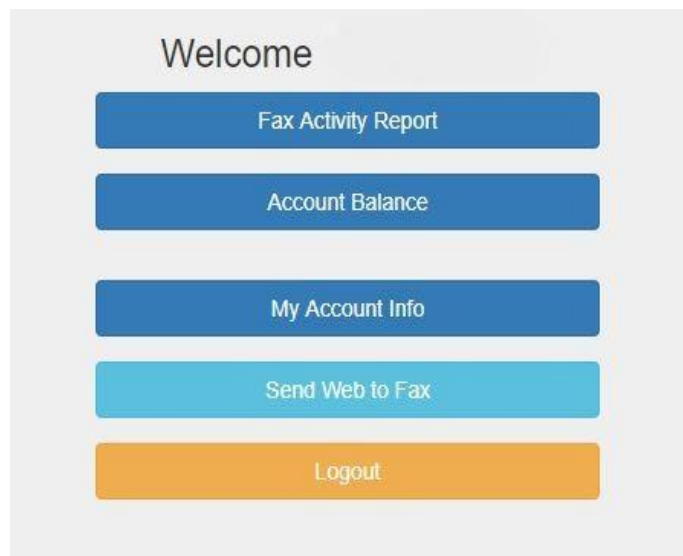
.....

☐ Remember me

Submit

- **Username:** MC01302019-01
- **Password:** MC01302019-01

3. Once you login to your Fax portal, the following menu will be displayed on your screen:

A screenshot of a web portal menu titled "Welcome". It contains five buttons stacked vertically: "Fax Activity Report" (dark blue), "Account Balance" (dark blue), "My Account Info" (dark blue), "Send Web to Fax" (light blue), and "Logout" (orange).

Welcome

Fax Activity Report

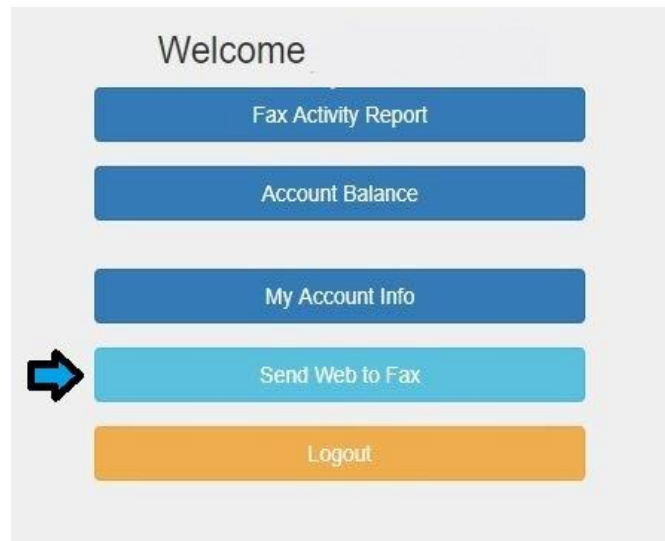
Account Balance

My Account Info

Send Web to Fax

Logout

- a. To send a Fax please click on the tab **“Send Web to Fax”**



- b. By clicking on “Send Web to Fax”, your browser will land on the following webpage. Please enter the recipient fax number (must fill field) and also the remaining relevant information (optional Fields)

A screenshot of the 'Web to Fax' form. The form is titled 'Web to Fax' and contains several fields and buttons. The fields are: 'Recipient's name' (text input), 'Fax subject' (text input), 'Fax number' (text input), and 'Destinations' (text input). There is a checkbox labeled 'Check here if number is outside North America'. Below the 'Destinations' field is a button labeled 'Remove Destination' and the text 'Up to 10 destinations allowed'. There are four radio buttons for 'Cover page message': 'No cover page' (selected), 'General', 'Urgent!', and 'Confidential!'. Below the radio buttons is a text area for 'Cover page message'. At the bottom of the form are two buttons: 'Send Fax Now!' (blue) and 'Close' (orange). A red banner at the bottom of the form says 'Attach up to three documents for faxing'.

- c. To send fax click on **“Send Fax Now!”**
- d. If you want to return to the previous menu click on **“Close”**

4. To review your fax history click on **“Fax Activity Report”** from the main menu.
5. To review your Account information click on **“My Account Info”**
6. To logout of your Fax portal click on **“ Logout”**

