

How-To Guides

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Service Desk

How-To: Submit IT Ticket

Sending a Fax

Hello Everyone, we have moved all our fax numbers over to a new electronic service called HelloFax.

Only certain roles in the company have the ability to send faxes. Those roles are:

- AP Manager
- AR Manager
- Contracts Manager
- HR Manager

They will be added to the service and receive an email to get setup. When you have setup your account you can login to the portal to view and send faxes. (<https://app.hellofax.com/>)

You can also send emails to be converted to a fax from your own accounts. To do this attach the document you want to send to an email and send it to 1 plus the ten digit fax number @hellofax.com as the recipient. For example, if you're faxing 222-333-4444, you will need to enter 12223334444@hellofax.com

Keep in mind, only those who have been added to HelloFax can do this, all others without accounts will not be able to send faxes this way.

Checking Faxes

We have changed the way that Action Target sends and receives Faxes. We have consolidated our faxes to go through the HelloFax service. The faxes are then sent to 2 different Outlook groups depending on where they were sent to.

- Faxes to the main Action Target fax # of 801-377-8096 are sent to the “Fax Receipts” group.
- Faxes to the Store Fax numbers of 651-645-5360 and 763-746-5396 are sent to the “Fax Receipts – Store” group.

The roles who should have access to view Faxes are:

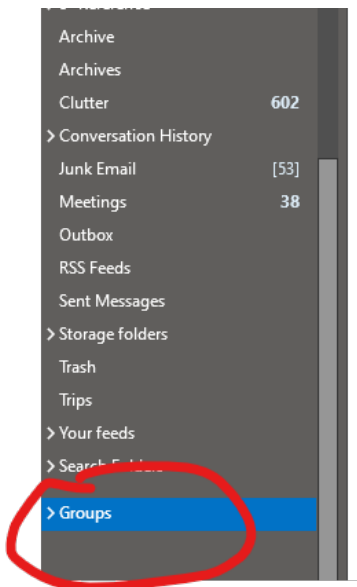
ATI Fax

- AP Manager
- AP Clerk
- AR Manager
- AR Clerk
- HR Manager
- CFO
- Contracts Manager

Store Fax

- AP Manager
- AP Clerk
- AR Manager
- AR Clerk
- Store Sales Manager
- Store Warehouse Manager

Only people who are added to the group can see those faxes. The groups show up in your Outlook under Groups (see below).



If you need to send a fax you will need to be added to HelloFax and have an account. We are limited to the # of accounts right now with HelloFax (unless we want to pay more), so the groups that can send faxes are:

- AP Manager
- AR Manager
- Contracts Manager
- HR Manager