

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.

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