Using the Nextiva vFAX Portal

From the Nextiva vFAX Portal, Users can manage their profile settings, view and download faxes, send faxes, and more.

A. **Search** faxes within the past six months

B. **Send a Fax** in five easy steps

- Include up to ten attachments/5MB max per fax

- Send a fax to up to six recipients

C. Manage **Fax Settings** such as Password, Filters, and Notifications

D. **Update Profile** details, including Cover Page details and Caller ID

E. **Check Billing** to view usage details

F. Click **Support** to access online support resources

Sending & Receiving Faxes via Email

In addition to the vFAX Portal, Users can also send and receive faxes via email.

Sending Faxes via Email

- Must send from the primary email registered to the User's Nextiva vFAX account

- Enter a 1 + the 10-digit fax number @nextivafax.com (i.e. 1xxxxxxxxxx@nextivafax.com)

- Send a fax to up to six recipients

- Include up to ten attachments/5MB max per fax

Receiving Faxes via Email

- Add up to five additional emails and/or SMS notifications to be notified of sent or received faxes

- Include PDF attachments in email notifications