



# 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

The screenshot shows the Nextiva vFAX Portal dashboard. The top navigation bar includes the Nextiva logo, a home icon, and the word "DASHBOARD". On the right, it shows the refresh time "Refreshed: 10/18/19 9:25:43 AM" and a "5 minutes" interval. The main dashboard area features six large icons: SEARCH (A), SEND A FAX (B), FAX SETTINGS (C), UPDATE PROFILE (D), CHECK BILLING (E), and SUPPORT (F). Below these icons are several sections: "General Account Info" with fields for User Name (xbert), Tenant Name (Nextiva Customers), Primary Fax Nbr (8886536313), Account Created (11/7/2018 9:28 AM), and Last Logon Date (10/18/2019 9:22 AM); "Activity Summary" with metrics for Billing Statement Day (19), Sent This Statement (3), Received This Statement (2), Sent Last Statement (0), and Received Last Statement (0); "Recent Faxes Sent" and "Recent Faxes Received" tables. The left sidebar contains navigation options: DASHBOARD, SEARCH, VIEW, SEND, SETTINGS, SESSION, and SIGN OUT.

General Account Info					
User Name:	xbert				
Tenant Name:	Nextiva Customers				
Primary Fax Nbr:	8886536313				
Account Created:	11/7/2018 9:28 AM				
Last Logon Date:	10/18/2019 9:22 AM				

Activity Summary					
Billing Statement Day:	19				
Sent This Statement:	3				
Received This Statement:	2				
Sent Last Statement:	0				
Received Last Statement:	0				

Recent Faxes Sent					
Date	Number	Pages	Status	CH	
10/18/2019 9:24 AM	14807453035	1	processing	C	
10/18/2019 9:23 AM	15203332983	1	success	C	
10/18/2019 9:23 AM	15203332983	1	success	C	
6/5/2019 2:13 PM	15203332983	1	success	C	

Recent Faxes Received					
Date	Number	Pages	Status	CH	
10/18/2019 9:25 AM	18886536313	2	success	SAR#52	
10/18/2019 9:25 AM	18886536313	1	success	SAR#52	
6/5/2019 2:03 PM	18886536313	1	success	SAR#53	
6/5/2019 2:03 PM	18886536313	1	success	SAR#51	



# 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. 1xxxxxxxxx@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

