**Send Fax from the Manager Portal**

This document will show you how to send a fax from the Manager Portal with Absolute Voice Fax.

**Requirements:**

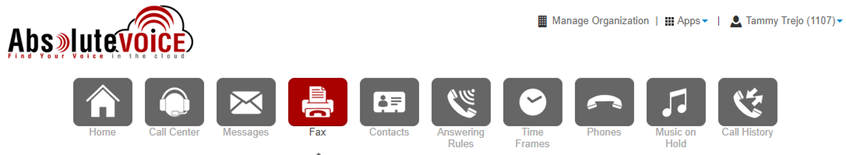
Access to Absolute Voice User Portal

Absolute Voice Fax feature enabled

**Send A Fax From The Manager Portal**

Log in to the Manager Portal

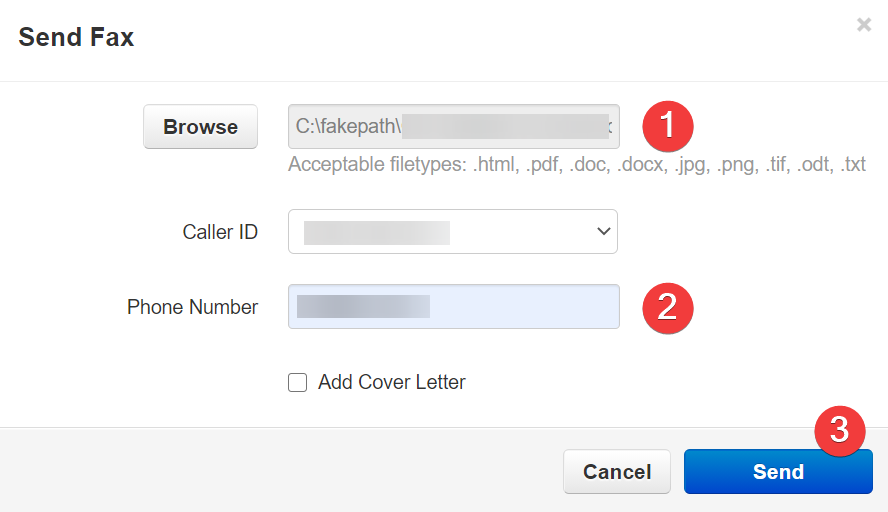
Click on the Fax navigation icon as shown below. If you don't see this button, the fax is not configured or enabled on your account.



Note that a Fax Number should contain your fax number. Click Send Fax.



In the Send Fax modal window. Click and attach the document you want to fax. The Caller ID should show your fax number. Enter a 10 digit fax number of where you want to send the fax to. Make sure to exclude any special characters.



Click Send to send the fax.

**(Optional) - Add a Cover Letter**

Click on Add Cover Letter:

A close-up of a logo

Description automatically generated

Populate the following fields:

A screenshot of a computer

Description automatically generated

Example fax with cover letter:

A close up of a document

Description automatically generated