

## eFax Sending Instructions

**If you are subscribed to e-vergent's eFax service, follow these instructions to send an eFax from an email client.**

1. Email to Fax (eFax) must be sent to **destinationnumber@clearefax.com** where "destination number" is the Fax Number of the recipient **this must include country code (1-US) and area code.**
2. The email must be sent from the email address registered with e-vergent as our system utilizes the "from" email address as the Username for authorization.
3. Email to Fax should be sent in **plain text** format instead of rich text or HTML. You may need to look up how to do this in your specific email client...the example to the right is Gmail.
4. Up to three attachments may be included in the email as the fax message. e-vergent's Email to Fax Service supports most document formats.
5. The "Body" of the Email to Fax message acts as **the cover page of the Fax. If nothing is included in the Body of the email, only the attachments will be sent.**
6. The Fax Recipient's name can be included on the cover page by including it as the first words in the email "Subject".
7. The "Subject of the Fax can be included on the cover page by typing s= and then the subject of the fax. For example, s=resume or s=Construction Permit.

