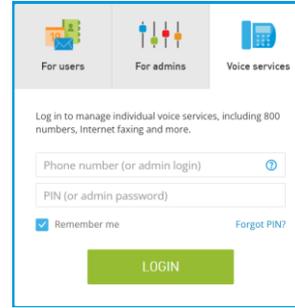


LOGGING IN TO THE FAX PORTAL

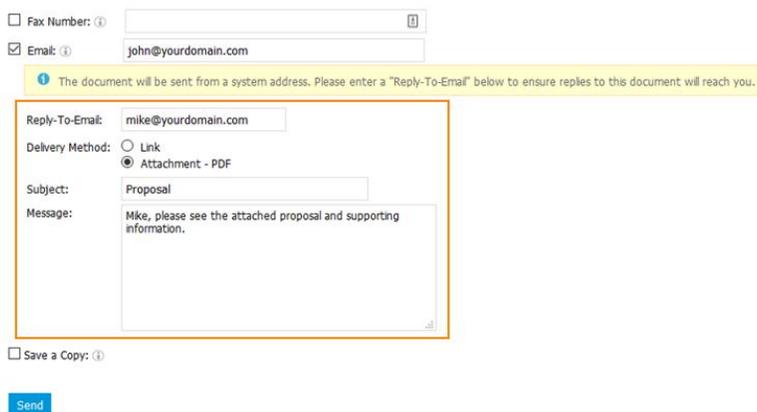
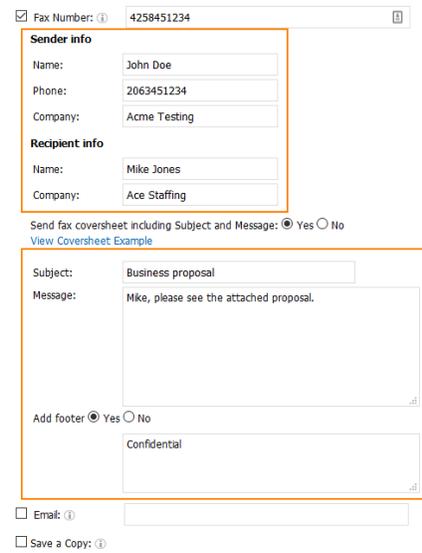
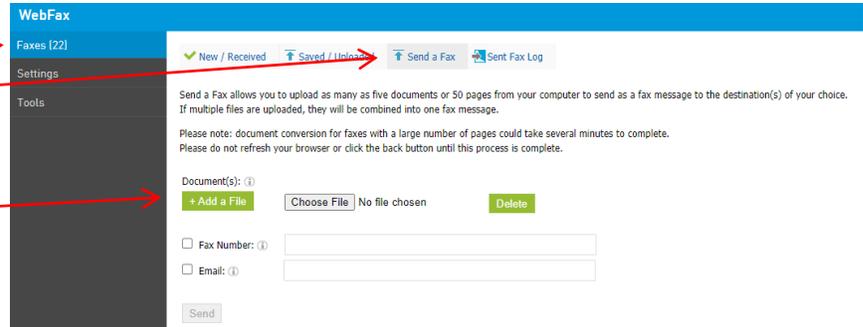
1. Visit this link to access the portal
<https://cp.intermedia.net/ControlPanel/Login?ClientType=Voice>
2. Enter your 1 + your fax number = 1XXX
3. Enter Default PIN [provided by NATG]

Suggestion: Bookmarking this page link as this will be how you send/receive faxes



TO SEND FAXES

1. Log in to your web fax
2. Select **Faxes**
3. Select **Send a Fax**
4. Upload the document(s) you would like to fax out by either clicking the **Choose File** button or if you need to select multiple files, click **+Add a File** and select files
5. Type in the number and/or the email you are going to send the fax. A fax can be sent to multiple emails/numbers, separate recipient's emails/numbers with a semicolon when filling this field;
 - a. If you are sending this fax to a certain number, fill in the Sender info and choose if you would like to attach a coversheet and a footer to the document, and if so, fill in the corresponding fields
 - b. If you are sending this fax to an email, select email, fill in the reply-to-email field with an email address, and, optionally, type in a Subject and a message that would get attached to the fax. Then, select the delivery method: **Link** — the fax message will be sent as a URL from which the fax document can be downloaded; **Attachment - PDF** — the fax message will be sent as an attachment to an email. Any document you send this way will be converted into PDF format



SETTING UP FAX NOTIFICATIONS

1. Log in to the fax portal
2. Click Settings
3. Click on the “Notifications” tab at the top
4. In the “Email addresses for message notifications” you can enter as many email addresses as you’d like. Separate emails with a semicolon. These email addresses will receive faxes.
5. Save Changes

Faxes [7]

Settings

Change PIN Notification

Notification can send you an email alert message to any email address or email enabled wireless device when you receive a new fax message. You may enter multiple email addresses for message notification. By selecting the Include a link format, the email notification message will contain a link to the new fax.

Your email notification is currently **On**

Email Addresses For Message Notification

Enter the email addresses that are to receive notification of new fax. Separate each new entry with a semi-colon. Enter as many email addresses as you wish, providing the total number of characters including the semi-colons does not exceed 160.

service@natgisit.ca

Characters Remaining: 141
Example: name@my-email.com

Test My Setting

Click the "Test My Setting" button above to verify your setup. You should receive an email notification after a short delay

Fax Display Format

I understand that by selecting "Attach the fax as a .PDF in the email notification" or "Include a link to the message in the email notification", I authorize the use or disclosure of my sensitive and/or individually identifiable health information to person(s) listed in the email addresses as noted in this form.

- Attach the fax as a .PDF in the email notification - Example
- Include a link to the message in the email notification - Example
- Email notification WITHOUT attachment or link - Example
- Email notification with numeric codes only - Example

Notification Receipt Types

Select the type of message(s) you wish to be notified for:

- New Fax
- Sent Fax Delivered
- Sent Fax Failure

Save Changes

CHANGING YOUR PIN

1. Log in to the fax portal
2. Click Settings
3. Click Change PIN

Faxes [7]

Settings

Change PIN Notification

Before changing your PIN, please keep the following in mind:

1. For your own protection avoid choosing a PIN that someone may have access to, such as your Social Security number or birthday.
2. As an added security feature, the system prevents the selection of easily guessed PINs. For example, it will not accept a PIN that is a recognized pattern such as 123456, 654321, or a string of repeated numbers such as 111111, 222222 or 999999999.
3. All PINs must be a NUMERIC value between 6 and 10 digits in length, and they CANNOT start with a 0.

Please contact Customer Service if you are unable to remember your PIN, or you feel that your PIN has been compromised. You may also change your PIN at any time by using your phone interface.

Current PIN:

New PIN:

Retype New PIN:

Save Changes

FAX LIMITATIONS

Fax calls are very sensitive to connectivity issues and large faxes require a long and flawless connection to be established between the sender and the recipient. It is recommended to keep faxes short so they can be sent out quickly. Apart from that, Online Fax has the following limitations:

- Up to 5 documents can be sent as a fax message at one time;
- A fax can be up to 50 pages long, meaning that even if you are sending multiple documents they should sum up to 50 pages maximum;
- A fax can be sent up to 100 emails and/or numbers;