



# 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 'nextiva', 'DASHBOARD', and a refresh indicator. The main content 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 sections for 'General Account Info', 'Activity Summary', 'Recent Faxes Sent', and 'Recent Faxes Received'. The 'General Account Info' section displays user details. The 'Activity Summary' section shows billing and statement statistics. The 'Recent Faxes Sent' and 'Recent Faxes Received' sections contain tables with columns for Date, Number, Pages, Status, and CH.

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

