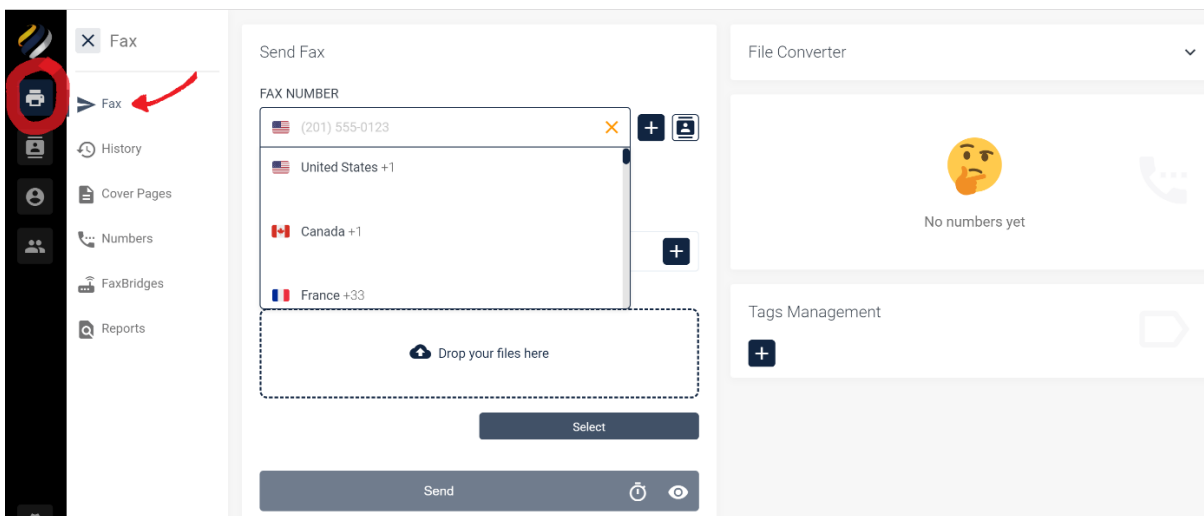# How to send a fax from the web portal

1. Login to the web portal with your account credentials at by **clicking here** or simply click the

   Kinect2Fax icon from the menu bar of our website at www.kinectcommunications.com.

2. Click the Fax icon on the main navigation page, followed by the Fax link in the secondary navigation

   menu (see below).

3. After selecting your destination country, enter the 10-digit fax destination number in the box next to the flag icon (see below).

4. You can also use the contact button to simply select a recipient from your contact list. In doing so, you do not need to type out the fax number, the system will automatically populate the number associated with the contact (see below)

Send Fax

FAX NUMBER

🇺🇸 (201) 555-0123   ✕   +   📇

SELECT CONTACT   ✕
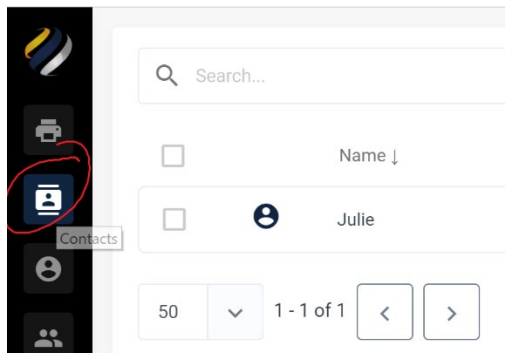
🔍 Search...

☐   Name ↓   Fax

☐   👤   Julie   +1 210-944-4801

50   ⌄   1 - 1 of 1   <   >

*You can **import** your contact list by selecting the contacts Icon on the left navigation panel*

To bulk import contacts, you will need to upload a CSV file with the following required columns:

'First Name', 'Last Name', 'Email', 'Fax'.

You may also add the following optional values: 'Phone' (in E164 format), 'Is Public' (1 or 0).

Case of column headers should be preserved as in example.

5. The next step is to add the files you wish to send as your fax. There are a couple of ways to do this:
    a. You can simply drag and drop a file or files into the field provided, or
    b. You can click on the **Select** button and add your document(s) there.

    ATTACHMENTS

    ① 📄 How to send an international fax from the portal.pdf
        391.87 KB   ✕

    ☁ Drop your files here

    Select
    No file chosen

    Send   ⏱ 👁

    Once a file is selected, it will appear as a numbered attachment just above the "**Drop your files**

    here" section.

6. Upon uploading the selected files, you can simply click the Send button (see below)

    Send   ⏱ 👁

7. You can Schedule for later (see below)

    Send Later

    Send   ⏱ 👁

8. You can Preview the fax (see below)

    Preview

    Send   ⏱ 👁

Adding a cover page

If you would like to include a cover page, simply toggle the slider below and enter the appropriate information.

On Include Cover Page

COVER PAGE

Kinect Communications, LLC ⌄

DELIVER TO

SUBJECT

NOTES

Adding a tag to your fax

If you wish to add a tag to the fax (this will show up in your fax history), simply click the Tags button and choose (or create) your tag.

TAGS

👁 Urgent   Search tag...   +

👁 Urgent   👁 Important   👁 Processed   👁 Confirmation Requested