



faxing simplified. anytime. anywhere.



# Solutions for Administrators

MyFax® is an Internet-based fax service that lets you send and receive faxes using existing email accounts and the web. MyFax eliminates fax machines, fax servers and everything that goes with them, like supplies, dedicated lines and long distance charges. No more busy signals, no more waiting. And no more paper.

## Benefits

- ▶ **Low Cost** – MyFax extends your email, ensuring rapid rollout and limited training.
- ▶ **Easy to Administer** – use online account-management tools. Real-time provisioning allows you to add users, modify accounts and customize settings and options.
- ▶ **Simple Cost Allocation and Reporting** – generate real-time billing, usage and fax history reports by company, department and employee. Monthly invoicing reduces paperwork.
- ▶ **Total Control** – easily recover lost faxes online. Faxes are stored online for up to one year.

## Real-Time Provisioning – Add Users, Modify Accounts and Customize Settings

User Administration [Export Report](#)

Account Administrator

User Id	Name	Email	Fax Number	Admin	Sending Email	Billing Code	Storage Period
106031	Randy Morrow	rmorrow777@protus.com	(613) 2484922	A	rmorrow777@protus.com	106031	14

[Add New User](#)   [Import User](#)   [File Format for Import Users](#)

[Reset All User's Passwords](#)

User Accounts

User Id	Name	Email	Fax Number	Admin	Sending Email	Billing Code	Storage Period
330792	Susan Michaels	smicheals@mtl4.com	(866) 5257252		smicheals@jmtl4.com	Marketing	14
330794	Karyn Pascoe	kpascoe@trml4.com	(604) 6775229	A	kpascoe@trml4.com	Finance	31
330796	Jason Thomas	jthomas@mtl4.com	(647) 4391359		jthomas@jmtl4.com	Sales	14
330797	Mary Eichler	meichler@mtl4.com			meichler@jmtl4.com	Training	14
330798	Julie Achtermeier	jachtermeier@jmtl4.com	(506) 4080252		jachtermeier@jmtl4.com	Sales	31

Users 11-15 of 15   Display  per page   Page  of 2 >>   [First](#) | [Previous](#) | [Next](#) | [Last](#)

## Generate Activity Reports by User and Department

		Generate Report	Get Printable Version	Export Report								
User ID	Name	Billing Code	Pages IN	Seconds IN	Free Pages IN	Seconds OUT	Free Pages OUT	Cost IN	Cost OUT	Taxes IN	TOTAL COST	
243949	Randy Morrow	243949	5	0	200	85	5	13.00	0.00	1.82	\$14.82	
371018	Robert Mackenzie	243949	0	0	0	0	0	0.00	0.00	0.00	\$0.00	
Total			5	0	200	85	5	13.00	0.00	1.82	\$14.82	

Faxes 1-2 of 2 Display  per page Page  of 1 >> First | Previous | Next | Last

### Key Features

Electronic	No software or hardware to purchase, install or maintain.
Email and Web-Based	Faxes are sent to, and delivered from, existing email accounts or from the web. Send and receive faxes from five different email addresses.
Online Fax Storage	Access your inbound or outbound faxes for up to one year from our secure website, MyFaxCentral. Easily retrieve lost faxes.
Confidence in Delivery	When a long or multi-page fax is interrupted, it will resume after the last successful page. Failed transmissions are automatically reattempted twice.
Schedule Delivery	Send faxes at a scheduled date and time.
Online Control	Manage users, create new users, modify settings and track costs.
Reporting	Detailed, real-time reports on billing, usage and fax history are available online.
Usage Tracking	Faxes can be tracked based on billing code.
Cost Management	Monthly invoices are available online.
Privacy and Security	Password protection, integration with your email, and email encryption ensures privacy.
FREE Customer Support	Help when you need it, 24/7.

### About MyFax

MyFax is the fastest growing Internet fax service used by individuals, small, medium, and large businesses to send and receive faxes using existing email accounts or the web. MyFax offers services in North America and Europe, including the United Kingdom, to industries recognized among the fastest growing adopters of internet fax including finance, insurance, real estate, healthcare, transportation and government. More than 15,000 new customers subscribe to MyFax each month. Additional information is available at [www.myfax.com](http://www.myfax.com) and [www.myfax.uk.com](http://www.myfax.uk.com).

**Toll-free: 1-866-657-9885 | (613) 733-0000 | Email: [sales@myfax.com](mailto:sales@myfax.com)**

© 2010 Protus®. All rights reserved. Protus®, MyFax® are trademarks of Protus®. Other trademarks referenced in this document are the property of their respective owners. Customers are solely responsible for ensuring regulatory compliance.