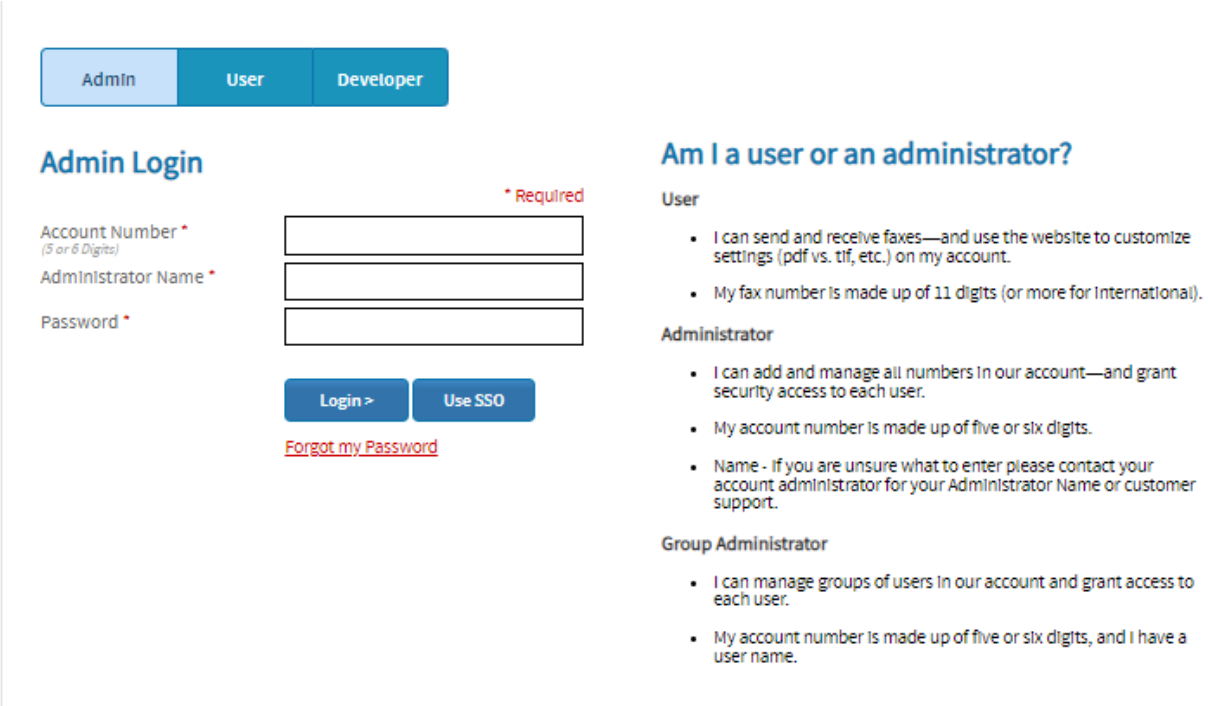
Getting Started

To log in to https://www.efaxcorporate.com/mgmt/login using your eFax ID credentials:

1. Type the five-digit corporate-account number in the Account Number field.

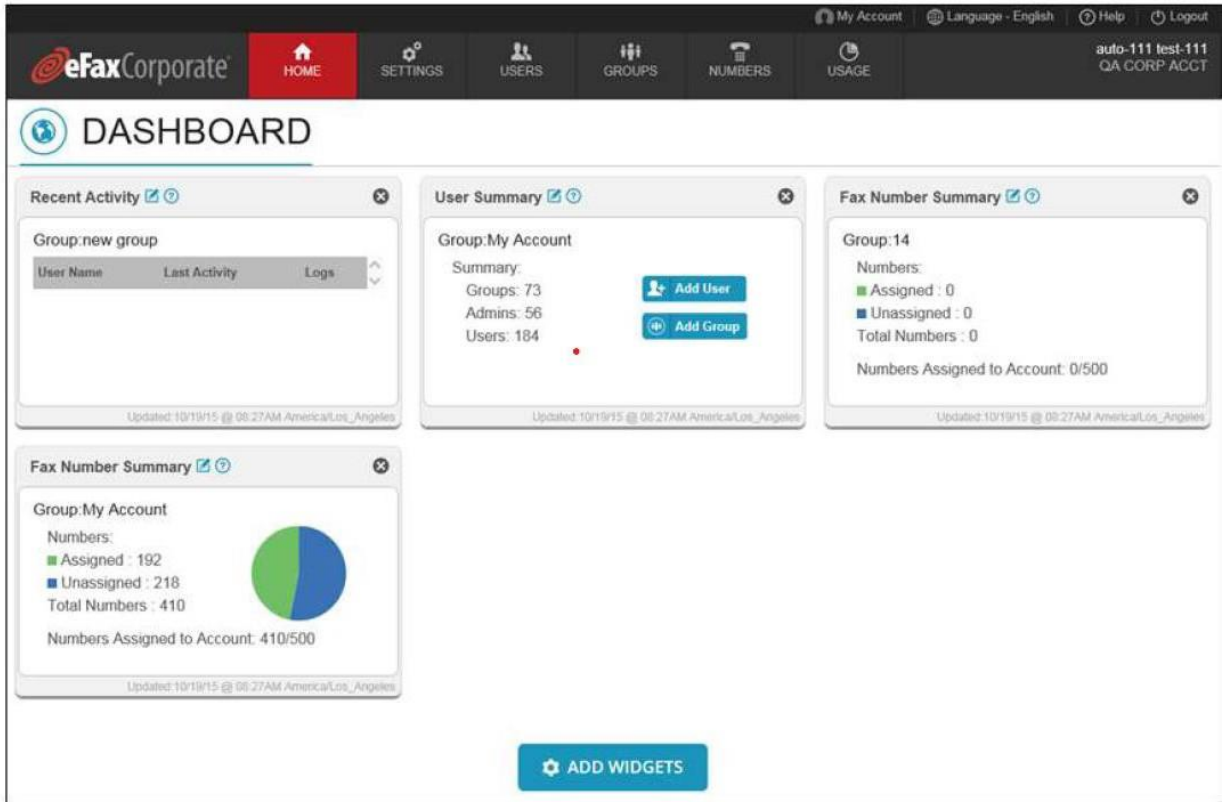
    - You can find this number in the Welcome email sent to you when the account was created. The email also includes your administrator's name and password. If you can't find the email, contact Customer Service:
    - By email – support@telesystem.us
    - By phone – 888-808-6111

2. Type your login name in the Administrator Name field.
3. Type your password in the Password field.
4. Click Login. The Home page (your dashboard) appears.



Home display

Home page displays your dashboard of “widgets” (quick-glance data reports about users and their fax usage).

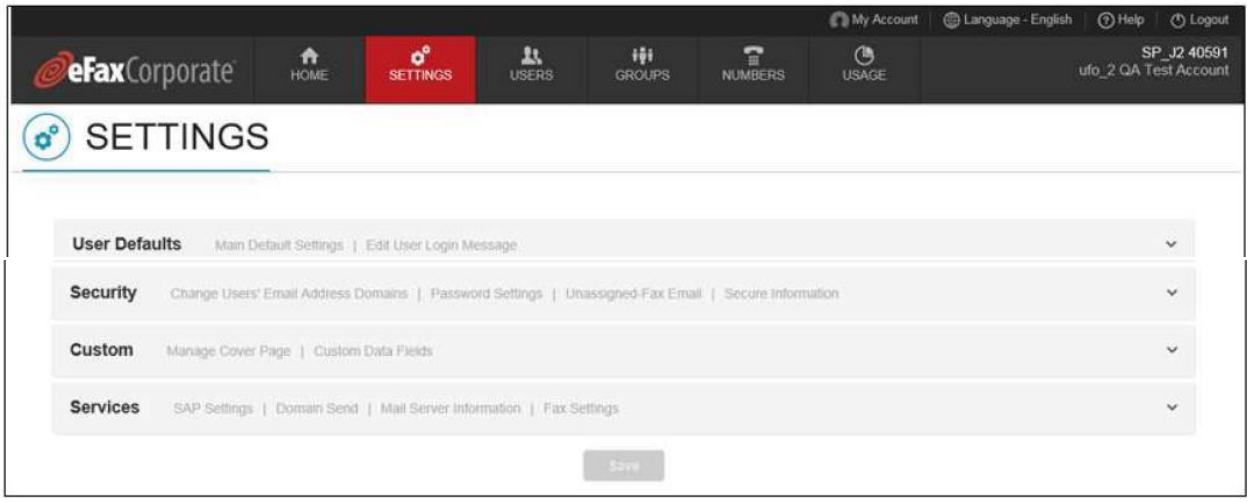


You can:

- Add a widget.
- Remove a widget.
- Display a particular group’s information on a widget.

Settings

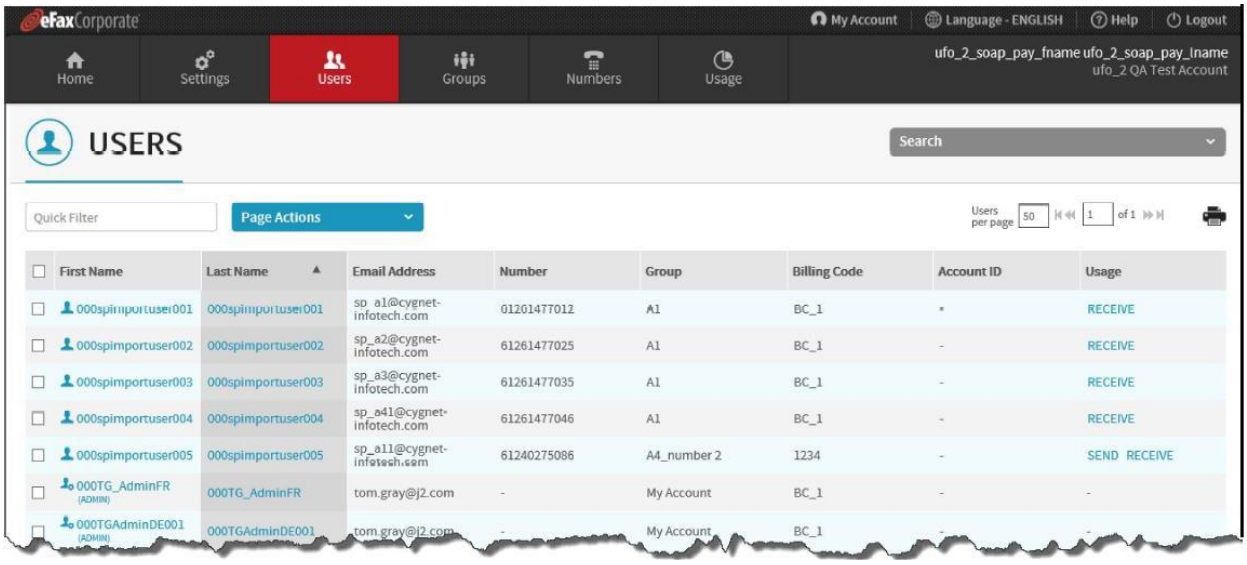
On the settings page, the corporate administrator sets up the information and settings needed for the account and its users.



User Defaults	You can: • Set or reset default settings for all users. • Enable or disable the Messenger download. • Create or edit the user-login message
Security	You can: • Add/remove domains that can used in the account. • Change users' email-address domains. • Set password limits. • Add or edit the email address for faxes sent to unassigned fax numbers. • View secure-fax information
Custom	You can: • Manage cover pages. • Add/ Edit email address domains for users outbound-fax delivery notifications. • Create/ edit custom-data fields
Services	You can: • Enable or disable the domain send service

User Page

On the user's page, users are added to the account and managed

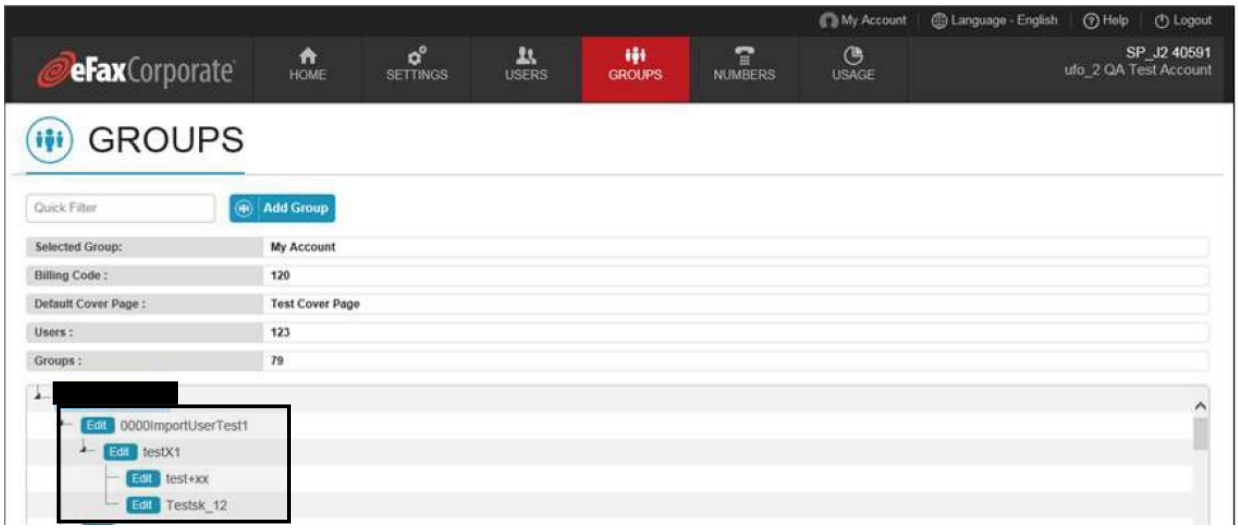


You can:

- Import or export a user's list.
- See a list of users or a particular group user.
- Add a user or an administrator.
- Search for a user
- Resend welcome email.
- See which users can and/or receive faxes.
- Edit a user's or administrators' information/settings.
- Edit or change the users inbound-outbound fax CSIDs.
- Add or remove a user's inbound/outbound fax email address.
- Move users to another group if applicable.
- Remove one or more users from account.

Groups Page

The groups page displays all the group names (in tree-navigation view if applicable) Selecting a group displays the name, billing code (if any) cover page, number of users and any subgroups, at the top of the page. On this page users can be placed into unique groups and managed.

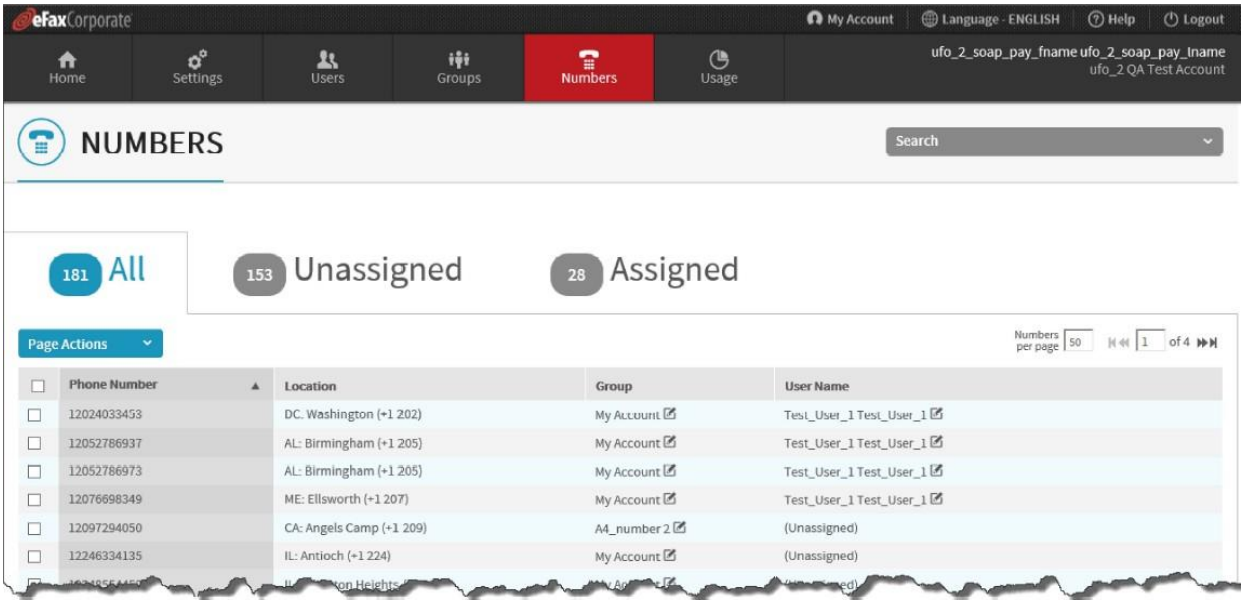


You can:

- Add a user or administrator to your group.
- Edit a groups information/ settings.
- See all the group administrators.
- Reset one or more settings for your group's users.
- Remove your group administrator.

The Numbers Page

The numbers page displays all the fax numbers added to the account. You can see which numbers are assigned or unassigned and for those that are assigned to what group they belong to (if you have more than one location set up).

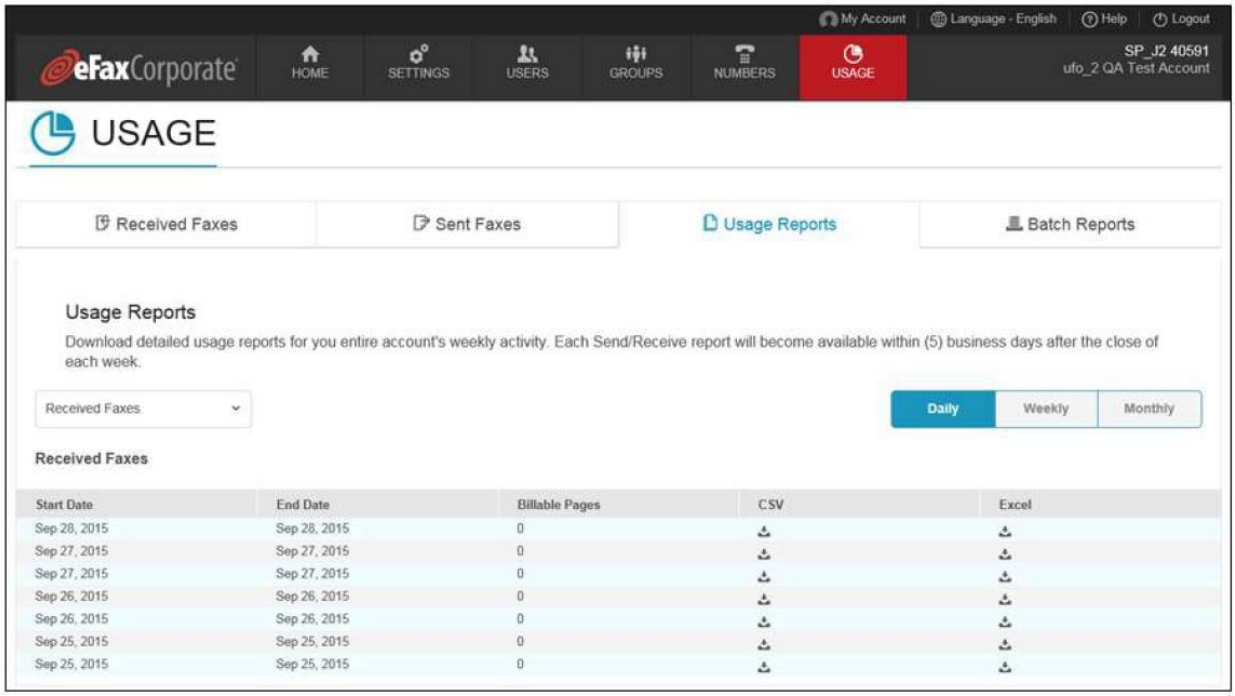


You can:

- Add numbers to the account (if not in use you will still be charged)
- See assigned, unassigned or all fax numbers.
- Search for a number.
- Assign or unassign numbers to/from users.
- See all the user's numbers.
- Move a number to another user.
- Move fax numbers from one to group to another (if you have multiple groups/locations set up)
- Remove a specific locations unassigned fax number.

The Usage Page

The usage page gives access to reports on users' fax usage.



You can:

- Run a log of user's inbound/outbound faxes.
- Download a fax-usage report.
- View recent user-settings updates on your account.
- Download results or user-list imports or exports.