



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.

Admin | **User** | Developer

Admin Login

Account Number * * Required
(5 or 6 Digits)

Administrator Name *

Password *

[Login >](#) [Use SSO](#)

[Forgot my Password](#)

Am I a user or an administrator?

User

- I can send and receive faxes—and use the website to customize settings (pdf vs. tif, etc.) on my account.
- My fax number is made up of 11 digits (or more for International).

Administrator

- I can add and manage all numbers in our account—and grant security access to each user.
- My account number is made up of five or six digits.
- Name - If you are unsure what to enter please contact your account administrator for your Administrator Name or customer support.

Group Administrator

- I can manage groups of users in our account and grant access to each user.
- My account number is made up of five or six digits, and I have a user name.

Home display

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

The screenshot displays the eFax Corporate dashboard interface. At the top, there is a navigation bar with the eFax Corporate logo, a 'HOME' button, and menu items for SETTINGS, USERS, GROUPS, NUMBERS, and USAGE. The user's account information 'auto-111 test-111 QA CORP ACCT' is visible in the top right corner. The main dashboard area is titled 'DASHBOARD' and contains several widgets:

- Recent Activity:** A table with columns for 'User Name', 'Last Activity', and 'Logs'. It shows a 'Group:new group' entry.
- User Summary:** A summary for 'Group:My Account' showing 73 Groups, 56 Admins, and 184 Users. It includes 'Add User' and 'Add Group' buttons.
- Fax Number Summary (Top Right):** A summary for 'Group:14' showing 0 Assigned, 0 Unassigned, and 0 Total Numbers. It indicates 'Numbers Assigned to Account: 0/500'.
- Fax Number Summary (Bottom Left):** A summary for 'Group:My Account' showing 192 Assigned, 218 Unassigned, and 410 Total Numbers. It indicates 'Numbers Assigned to Account: 410/500' and includes a pie chart.

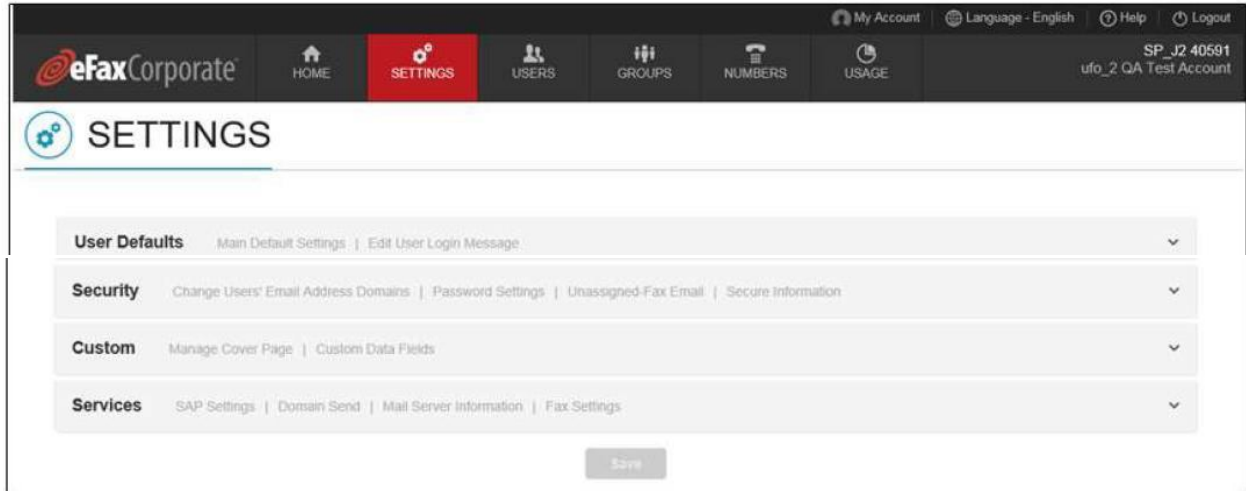
An 'ADD WIDGETS' button is located at the bottom center of the dashboard.

You can:

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

Settings

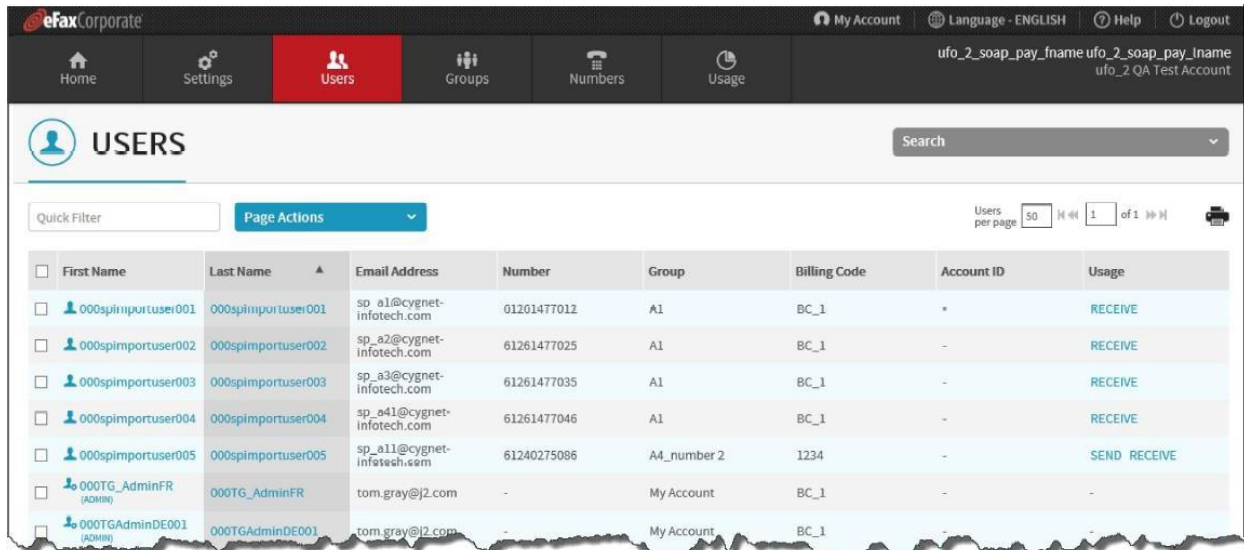
On the settings page, the corporate administrator sets up the information and settings needed for the account and its users.



User Defaults	<p>You can:</p> <ul style="list-style-type: none"> • Set or reset default settings for all users. • Enable or disable the Messenger download. • Create or edit the user-login message
Security	<p>You can:</p> <ul style="list-style-type: none"> • 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	<p>You can:</p> <ul style="list-style-type: none"> • Manage cover pages. • Add/ Edit email address domains for users outbound-fax delivery notifications. • Create/ edit custom-data fields
Services	<p>You can:</p> <ul style="list-style-type: none"> • Enable or disable the domain send service

User Page

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



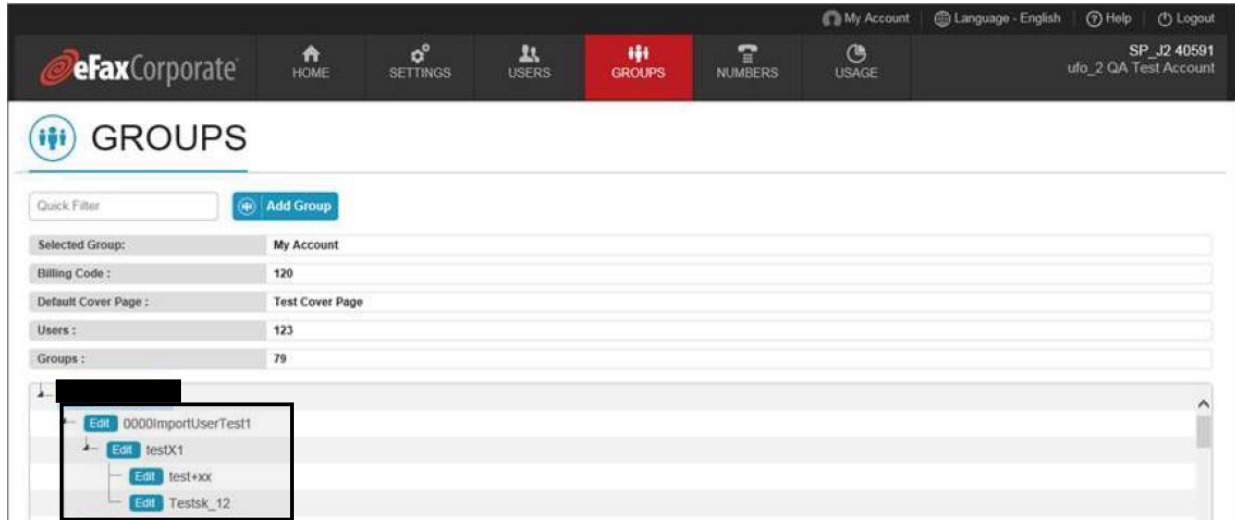
<input type="checkbox"/>	First Name	Last Name ▲	Email Address	Number	Group	Billing Code	Account ID	Usage
<input type="checkbox"/>	000spimpportuser001	000spimpportuser001	sp_a1@cygnet-infotech.com	01201477012	A1	BC_1	*	RECEIVE
<input type="checkbox"/>	000spimpportuser002	000spimpportuser002	sp_a2@cygnet-infotech.com	61261477025	A1	BC_1	-	RECEIVE
<input type="checkbox"/>	000spimpportuser003	000spimpportuser003	sp_a3@cygnet-infotech.com	61261477035	A1	BC_1	-	RECEIVE
<input type="checkbox"/>	000spimpportuser004	000spimpportuser004	sp_a4@cygnet-infotech.com	61261477046	A1	BC_1	-	RECEIVE
<input type="checkbox"/>	000spimpportuser005	000spimpportuser005	sp_a11@cygnet-infotech.com	61240275086	A4_number 2	1234	-	SEND RECEIVE
<input type="checkbox"/>	000TG_AdminFR (ADMIN)	000TG_AdminFR	tom.gray@2.com	-	My Account	BC_1	-	-
<input type="checkbox"/>	000TGAdminDE001 (ADMIN)	000TGAdminDE001	tom.gray@2.com	-	My Account	BC_1	-	-

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.

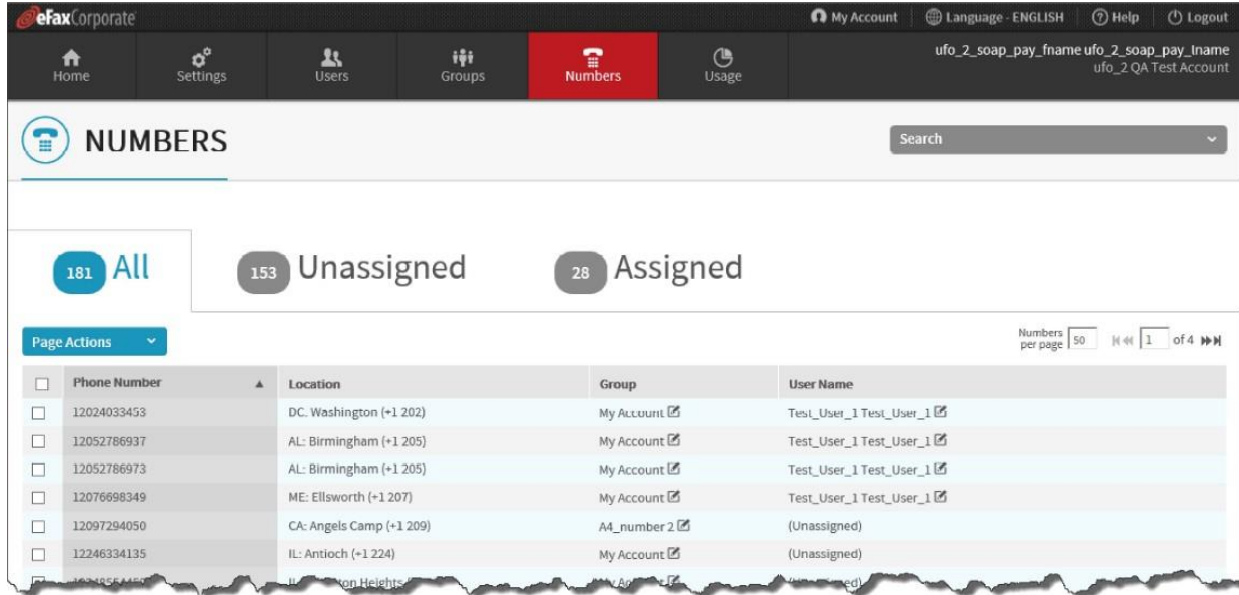


You can:

- 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).



The screenshot shows the eFax Corporate interface. The top navigation bar includes Home, Settings, Users, Groups, Numbers (highlighted), and Usage. The main header displays 'NUMBERS' with a search bar. Below the header, there are three filters: 'All' (181), 'Unassigned' (153), and 'Assigned' (28). A 'Page Actions' dropdown is visible on the left. The table below lists phone numbers, their locations, groups, and user names.

Phone Number	Location	Group	User Name
12024033453	DC: Washington (+1 202)	My Account	Test_User_1 Test_User_1
12052786937	AL: Birmingham (+1 205)	My Account	Test_User_1 Test_User_1
12052786973	AL: Birmingham (+1 205)	My Account	Test_User_1 Test_User_1
12076698349	ME: Ellsworth (+1 207)	My Account	Test_User_1 Test_User_1
12097294050	CA: Angels Camp (+1 209)	AA_number 2	(Unassigned)
12246334135	IL: Antioch (+1 224)	My Account	(Unassigned)

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.

The screenshot shows the eFax Corporate Usage page. The top navigation bar includes 'HOME', 'SETTINGS', 'USERS', 'GROUPS', 'NUMBERS', and 'USAGE' (highlighted in red). The page title is 'USAGE'. Below the title are four tabs: 'Received Faxes', 'Sent Faxes', 'Usage Reports' (selected), and 'Batch Reports'. The 'Usage Reports' section includes a dropdown menu set to 'Received Faxes' and three buttons: 'Daily', 'Weekly', and 'Monthly'. Below this is a table titled 'Received Faxes' with the following data:

Start Date	End Date	Billable Pages	CSV	Excel
Sep 28, 2015	Sep 28, 2015	0	↓	↓
Sep 27, 2015	Sep 27, 2015	0	↓	↓
Sep 27, 2015	Sep 27, 2015	0	↓	↓
Sep 26, 2015	Sep 26, 2015	0	↓	↓
Sep 26, 2015	Sep 26, 2015	0	↓	↓
Sep 25, 2015	Sep 25, 2015	0	↓	↓
Sep 25, 2015	Sep 25, 2015	0	↓	↓

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.