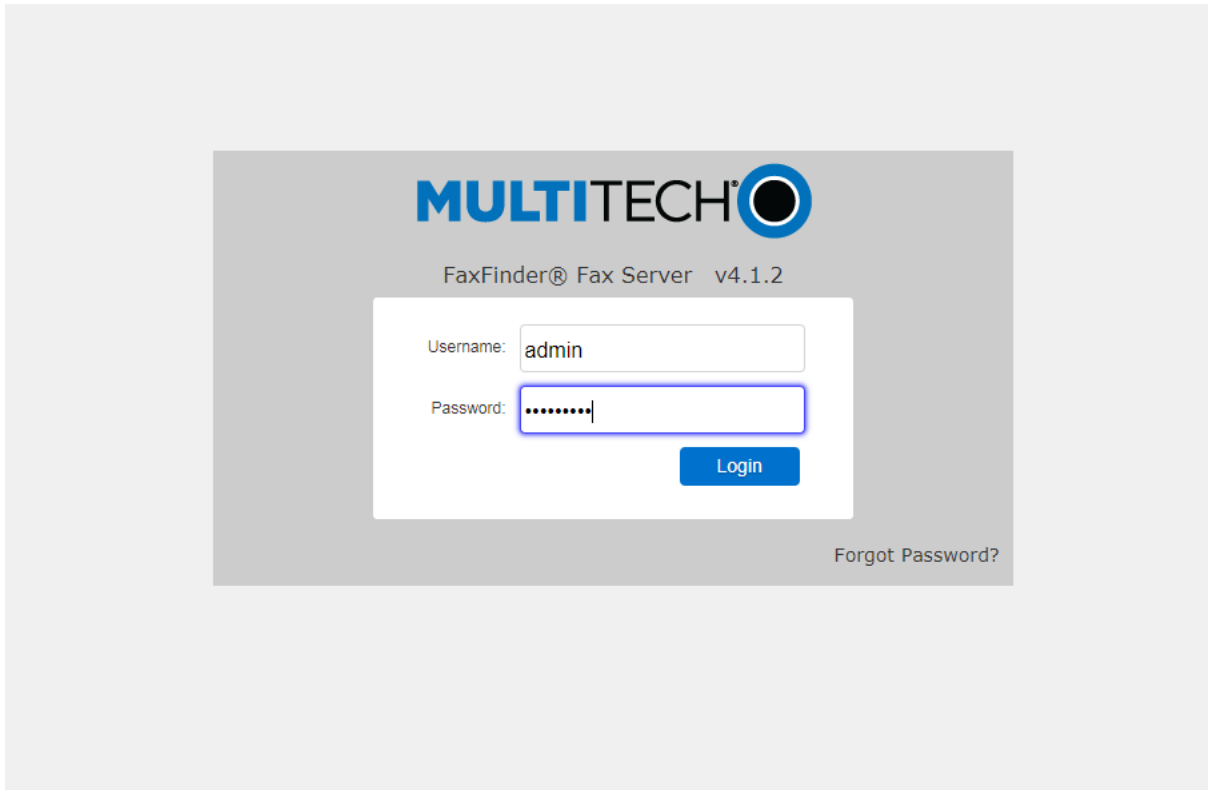
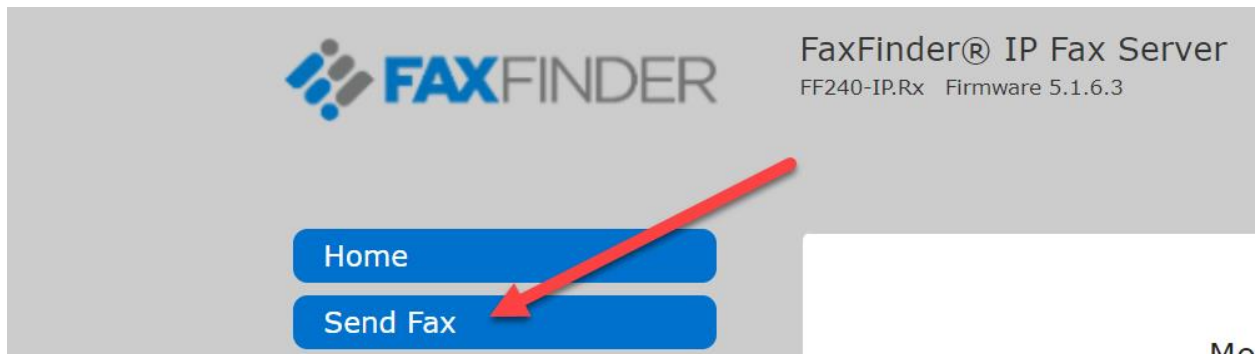


1. Go to <https://fax.agilitycg.com:444>
2. At the log-in page, enter the Username and password provided by your Agility Contact



3. Choose "Send Fax" on the Left Side of the screen.



4. Enter the Fax Number. If you are going to send a cover page, you can also enter in more information about who you are sending the fax too and it will end up on the cover page. If you want to add more than one recipient, select Add Recipient after entering the information for the first one.

Send Fax ?

Sender Information ▼

Recipient Information ▲

Find Recipient	Enter Recipient Info ▼
Contact/Group	Select Contact/Group ▼
Name	Support Engineers
Organization/Description	Agility
Fax Number	9727158965
Phone Number	

[Add Recipient](#)

5. If you want to send a cover page, select yes from the Cover Page section. You can then also enter in a subject and additional information.

Cover Page Information ▲

Include cover page with this fax? Yes No

Select Cover Page mts_template1.pdf ▼

6. To add in the fax, select Choose File under Attachments.

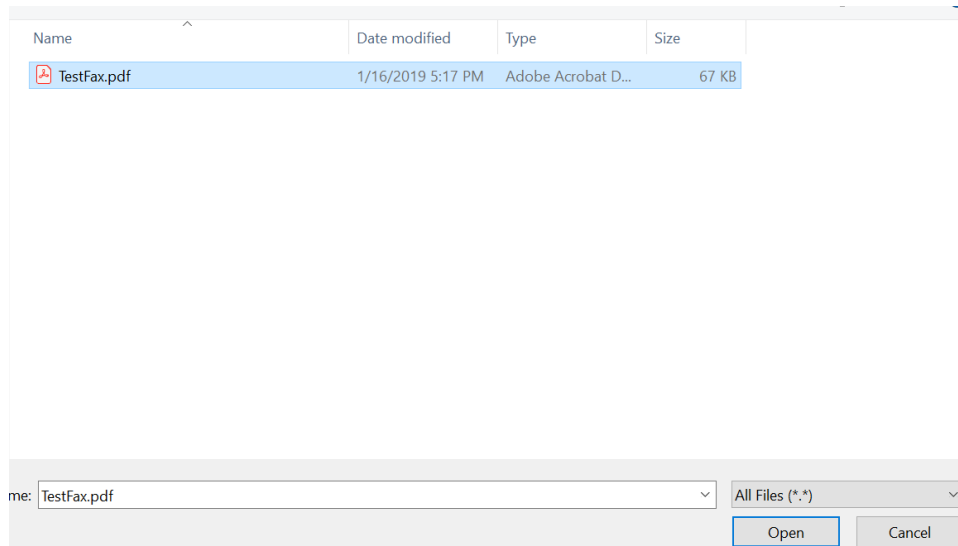
Attachments ▲

.bmp, .jpg, .png, .txt, .tif, .tiff, .pdf or .ps files


Attachment Choose File No file chosen


[Add Another Attachment](#)


7. Browse to and select the file that you want to fax. To add a second file to the fax, select Add Another Attachment.



8. Once all the information is entered, press Send Fax to send.

Send Fax 

Sender Information 

Recipient Information 

Find Recipient

Contact/Group


Name

Organization/Description


Fax Number

Phone Number

[Add Recipient](#)


Recipients 

Name	Organization/Description	Fax	Phone
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Cover Page Information 

Include cover page with this fax? Yes No


Select Cover Page

Attachments 

.bmp, .jpg, .png, .txt, .tif, .tiff, .pdf or .ps files

Attachment

[Add Another Attachment](#)

Options 

[Send Fax](#) 