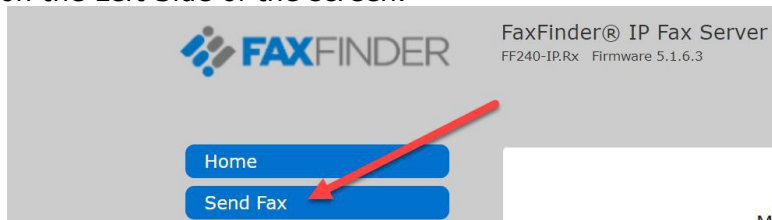


## ONTAP Faxing

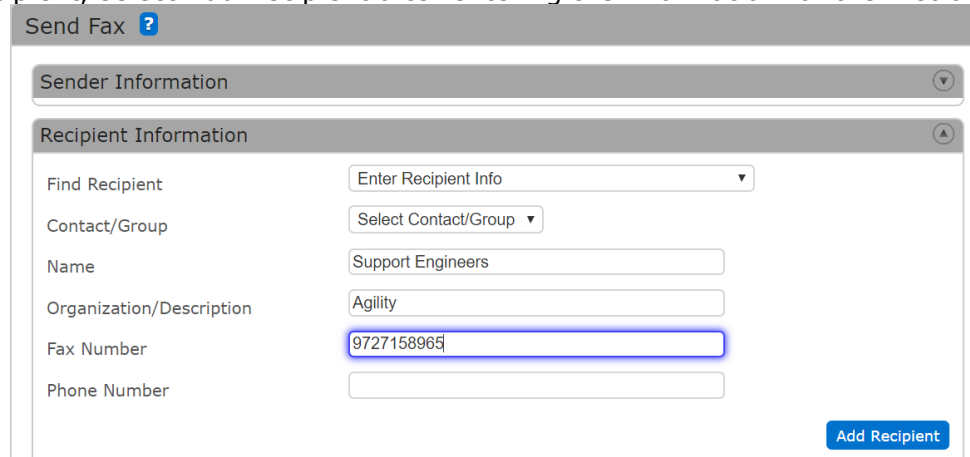
1. Go to <https://fax.agilitycq.com>
2. At the log-in page, enter the Username and password provided by your Agility Contact



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.

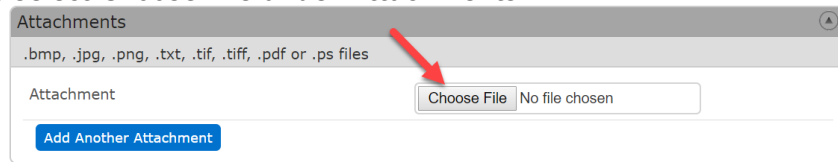


5. If you want to send a cover page, select yes from the Cover Page section. You can then also enter in a subject and additional information.

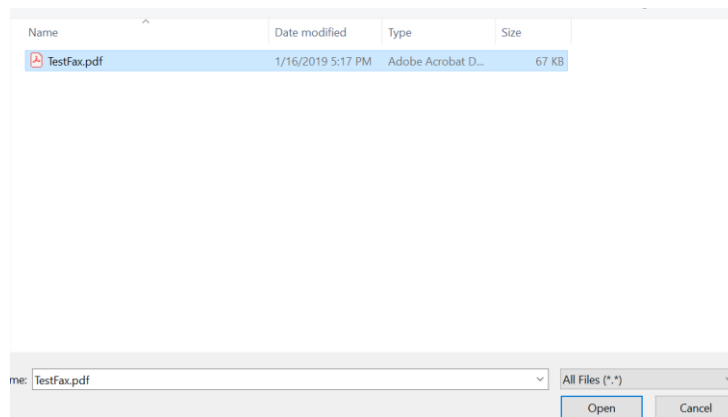




6. To add in the fax, select Choose File under Attachments.



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.

