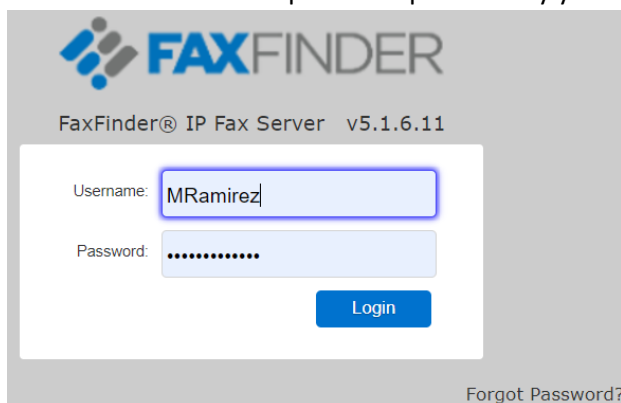


## ONTAP Fax - Web

1. Go to <https://fax.agilitycg.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. Select “Enter Recipient Info” and enter **Name, Organization & 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 to, 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.

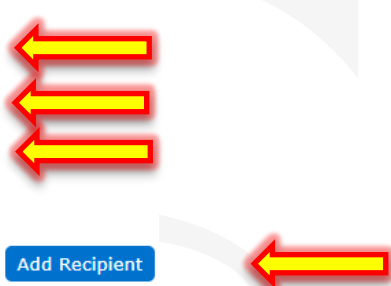
**Send Fax** ?

Sender Information

Recipient Information

Find Recipient	Enter Recipient Info
Contact/Group	Select Contact/Group
Name	Agility Support
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




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

Attachments

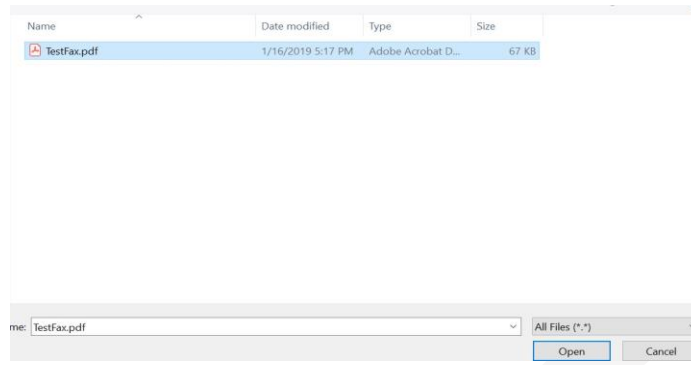
.bmp, .jpg, .png, .txt, .tif, .tiff, .pdf or .ps files

Attachment

**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: Enter Recipient Info

Contact/Group: Select Contact/Group

Name: Support Engineers

Organization/Description: Agility

Fax Number: 9727158965

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: mts\_template1.pdf

Attachments

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

Attachment: Choose File TestFax.pdf

Add Another Attachment

Options

Send Fax