## **HOW TO SEND A FAX**

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Start or forward an email, then attach the file you'd like to fax (it must be an attachment) to fax#@concordsend.com (example 8604392095@concordsend.com - no dashes in the number.)

If you don't have the file in digital format you can scan it to yourself first.

Once your fax is sent you will receive a Queued Successfully report. Then and a Success email or Failed email if something went wrong.

The fax will attempt 3 tries before determining if it failed or not.

SUCCESS: Your 1 page fax h

Test Fax	
(8604392095@concordsend.com)	External
Test Fax	to me ▼
Beth Blaisdell Payroll & Project Manager (860) 439-2075 phone	
Test Fax.docx (12K)	
5 ♂ Tahoma • <b>⊤T • B <i>I</i> ∪ A •</b> ≣	

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SUCCESS: Yo	our 1 page fax has b × ×	een successfully delivered to +18604392(
ctnotify@concord	net	8:37 AM (7 min
	Su	ICCESS
	Your 1 page fax has been s	uccessfully delivered to +18604392095 on 07/07/2025 8:38 AM.
	Tracking Number:	812-4592975
	Fax Number:	+18604392095
	Recipient:	8604392095
	Subject:	Test Email
	Time Delivered:	07/07/2025 8:38 AM
	Pages Delivered:	1
	You can check the status of https://portal.concordfax.co	$^{\rm f}$ your faxes and review your account activity by logging in at $\underline{\mathbf{m}}$