

The following process should be completed to set up a faxage.com account to utilize e-fax workflow within Communication Center. You will need to have a credit card available for registration and provide the account username, company code, and password to the implementation professional for the account to be set up inside of TB EHR. Additionally, you will need to decide if you wish to port an existing fax number or assign a new fax number to the account during the registration process. Additional numbers can be ported or added after initial configurations if needed.

**NOTE:** Only one faxage.com account should be registered per organization. If the organization has multiple facilities or requires multiple fax numbers, that information will be set up under the primary account for the organization after the initial setup is completed.

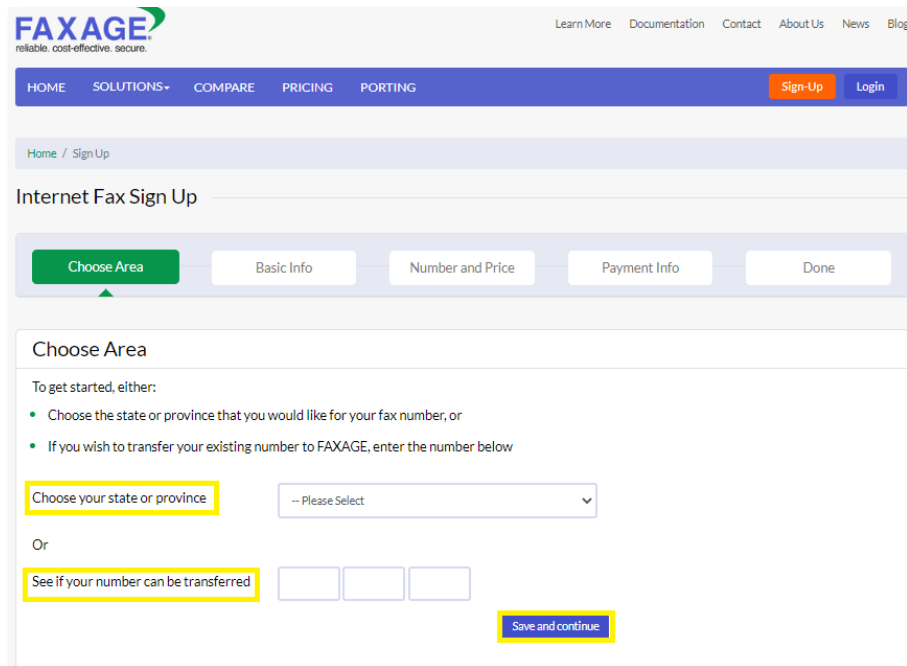
## Faxage.com Registration

1. Open internet browser and navigate to [www.faxage.com](http://www.faxage.com). Once the portal is open, select the **Sign-Up** button to start the registration process.



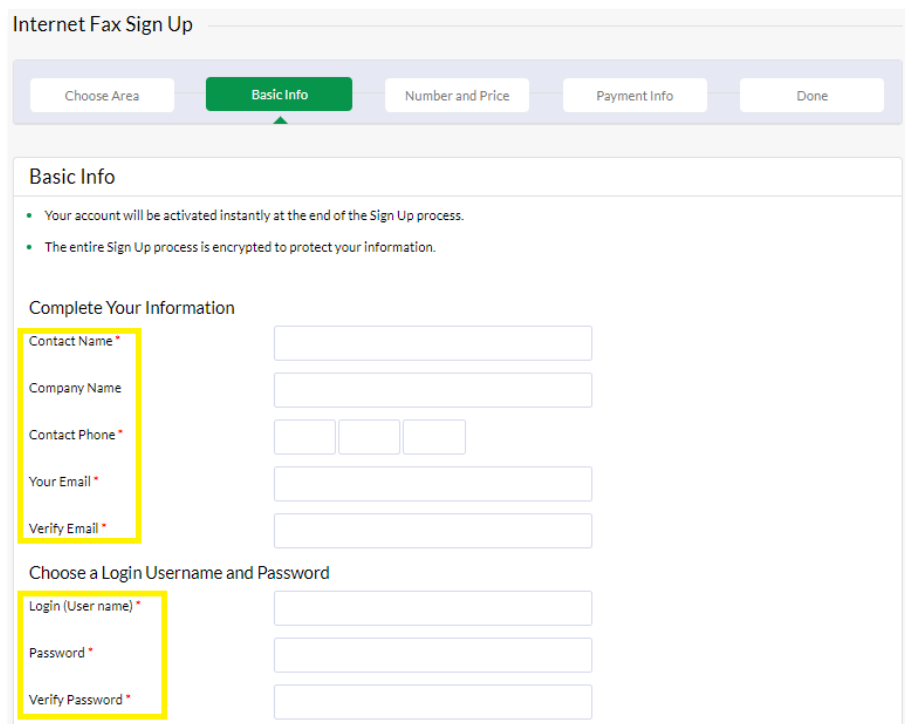
2. Choose an area for the fax number by selecting whether to use a new number or an existing number, then select **Save and Continue** to proceed.
  - To assign a new fax number to the account, select the state or providence from the **Choose your state or province** dropdown list.
  - To port an existing fax number, enter the fax number next to the **See if your number can be transferred** section.

**NOTE:** If your organization covers multiple states, start with the initial state of integration or main state for the organization. Additional numbers can be ported or added after the initial registration.



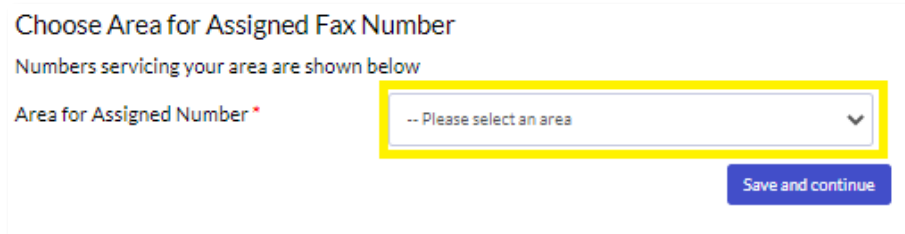
The screenshot shows the FAXAGE website's registration process. The top navigation bar includes links for HOME, SOLUTIONS, COMPARE, PRICING, PORTING, Sign-Up, and Login. The main heading is "Internet Fax Sign Up". Below this is a progress bar with five steps: Choose Area (active), Basic Info, Number and Price, Payment Info, and Done. The "Choose Area" section contains instructions: "To get started, either: Choose the state or province that you would like for your fax number, or If you wish to transfer your existing number to FAXAGE, enter the number below". There are two input options: a dropdown menu for "Choose your state or province" and a text input for "See if your number can be transferred". A "Save and continue" button is at the bottom right.

3. In the next section, **Basic Info**, complete all required fields indicated with a red asterisk (\*) and then scroll to the bottom of the page.

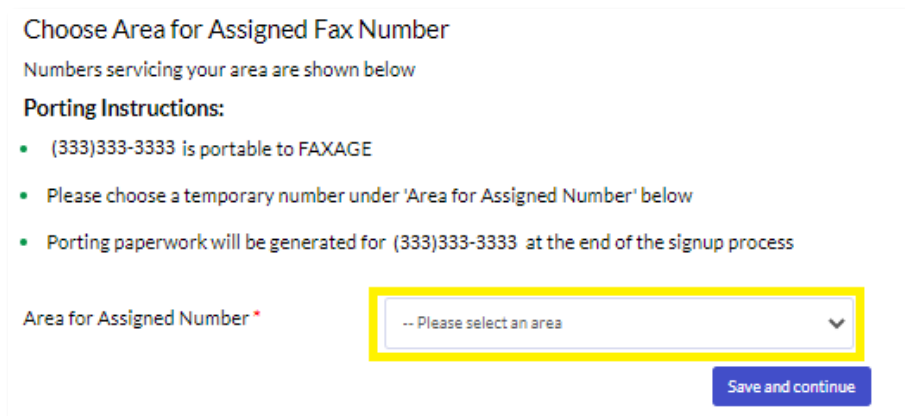


The screenshot shows the "Basic Info" section of the registration process. The progress bar now highlights "Basic Info". The section includes two bullet points: "Your account will be activated instantly at the end of the Sign Up process." and "The entire Sign Up process is encrypted to protect your information." Below this is a "Complete Your Information" section with five required fields: "Contact Name", "Company Name", "Contact Phone", "Your Email", and "Verify Email". Each field has a corresponding input box. The "Contact Phone" field is a three-part input. Below this is a "Choose a Login Username and Password" section with three required fields: "Login (User name)", "Password", and "Verify Password". Each field has a corresponding input box.

4. At the bottom of the page, you will need to choose the area for the assigned fax number. After choosing the area, select **Save and continue**.
  - If choosing a new fax number, select a number from the **Area for Assigned Number** dropdown. Available numbers to assign to the account and toll free or areas of the state/providence they are associated with will be in the dropdown list.



- If porting an existing number, select a temporary number from the **Area for Assigned Number** dropdown. The number being ported, as well as additional instructions will also be displayed.



5. From the **Number and Price** menu, choose the plan level for the organization based upon utilization of the product by selecting the radio button to the left of the plan description, then select an available number from the dropdown list next to **Select Your Fax Number**. Next, select **Save and Continue**.

**NOTE:** If you are porting an existing number, you will still need to select a number This will be the temporary number used until the porting process is completed.

Internet Fax Sign Up

Choose Area Basic Info **Number and Price** Payment Info Done

Number and Price

Please choose your pricing plan and specific fax number below

Pricing Plan

- ☒ **Professional** - \$7.95 per month, 300 inbound included, 300 outbound included, overage at 5 cents a minute, Setup fee \$5.00
- ☐ **Lite** - \$3.49 per month, all inbound or outbound at 5 cents a minute, Setup fee \$5.00
- ☐ **Unlimited Inbound** - \$19.95 per month, Unlimited inbound included, 0 outbound included, outbound at 5 cents a minute, Setup fee \$5.00
- ☐ **Small Office** - \$29.95 per month, Unlimited inbound included, 400 outbound included, overage at 5 cents a minute, Setup fee \$5.00
- ☐ **Local Volume** - \$64.95 per month, Unlimited inbound included, 5000 outbound included, overage at 4 cents a minute, Setup fee \$5.00
- ☐ **Carrier** - \$45.00 per month, 3 outgoing channels included, \$0.023 (2.3 cents) per minute, Setup fee \$5.00

Select Your Fax Number (333)333-3333

Save and continue

## 6. Payment Info Section

- From the **Payment Info** tab, review the selected plan, fax number, and charge information. If any of the information needs to be changed, select the **Change** button.

Internet Fax Sign Up

Choose Area Basic Info Number and Price **Payment Info** Done

Payment Info

You have selected the following. Please click the 'Change' button below to go back and change if necessary.

- Professional pricing plan**
  - 5.00 one-time setup fee
  - 7.95 per month
- Fax number:** (333)333-3333

**Your charge will show as:**

**FAXAGE**  
313 Inverness Way South  
Suite 110  
Englewood, CO 80112, USA

Change

You can email us at [support@faxage.com](mailto:support@faxage.com) if you need to add additional lines or virtual numbers to your account after it is set up.

- After confirming account information, enter the billing information below. Required fields are indicated with a red asterisk (\*). Next, check the box to indicate that you agree to the terms and conditions, then select **Setup Account**.

### Billing Information

Card Type \*

Card Number (No Dashes) \*

Expiration Date \*

Card Security Code \*  
(3 or 4 digits on back of card)

Accountholder Name \*

Billing Address \*

City \*

State \*

Zip / Postal Code \*

Visa

06 (Jun)

20 (2020)

Alabama

Check here to indicate that you have read and agreed to our [Terms of Service](#)

Setup Account

- After account setup has been completed, the **Done** tab will display a summary of the account information, including the User information, company code, fax number, and plan information.
- Once an account has been created, a System Administrator can enter the account credentials in Fax Manager Configuration in TB EHR to complete setup for Communication Center Faxing.

