

## Adding InterFAX Receive to your InterFAX Send account

<p>1. Please go to <a href="http://www.faxem.com.au">www.faxem.com.au</a> and select the <b>InterFAX Login</b> option under the Login drop down menu – enter your username and password to access your InterFAX Account.</p>	<p>You are here: Login</p> <p><b>Username</b> <input type="text"/></p> <p><b>Password</b> <input type="password"/></p> <p><b>Login</b></p>												
<p>2. Click on the <b>Account Management</b> tab and select the <b>Users</b> option.</p> <p>and select the prepaid package you wish to purchase. Click on <b>'Add to Cart'</b></p> <p>3. Click on the <b>Add</b> link in the column <b>Inbound Queue</b>. If you have multiple users select the primary user.</p>	<p>Fax Queues   Preferences   Lists   Purchase   <b>Account Management</b></p> <p><b>Billing Transactions</b>   Prepaid Cards   Messages by User   <b>Users</b>   Update Payment</p> <p>You are here: <a href="#">Logged In</a> &gt; Account's Users</p> <table border="1"> <thead> <tr> <th>Username (*=Administrator)</th> <th>Properties</th> <th>Inbound Queue</th> <th>Outbound Queue</th> </tr> </thead> <tbody> <tr> <td>All users</td> <td><a href="#">Account Settings</a></td> <td></td> <td><a href="#">View</a></td> </tr> <tr> <td>faxem (*)</td> <td><a href="#">Display</a></td> <td><a href="#">Add</a></td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Username (*=Administrator)	Properties	Inbound Queue	Outbound Queue	All users	<a href="#">Account Settings</a>		<a href="#">View</a>	faxem (*)	<a href="#">Display</a>	<a href="#">Add</a>	<a href="#">View</a>
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<p>5. Enter the <b>email address</b> which you wish to receive your faxes in. Once the receive service is set up you can add up to 25 recipients.</p> <p>6. Select <b>Australia</b> in the first drop down menu and <b>Australia (03)</b> in the one below. Then click on <b>Add</b>.</p> <p>You will <b>initially be issued with an 03 fax number</b>, however please send us a <a href="#">request via email</a> to be assigned with a fax number in another state. Please include your preference of area code (02, 07, 08) and your area so we can match the number range where possible.</p> <p>A 03 number will be available right after you have checked out of your account – any other numbers will be available within 2-7 working days.</p>	<p><b>Add inbound service to user: faxem</b></p> <p><b>Forwarding Address</b></p> <p><b>E-mail:</b> <input type="text" value="interfax@faxem.com.au"/></p> <p><b>Select:</b> <input type="text" value="Australia"/> <input type="text" value="Australia (03)"/></p> <p><b>Add</b></p>												
<p>7. To check out click on <b>In cart</b> in the column <b>Inbound Queue</b>.</p>	<table border="1"> <thead> <tr> <th>Username (*=Administrator)</th> <th>Properties</th> <th>Inbound Queue</th> <th>Outbound Queue</th> </tr> </thead> <tbody> <tr> <td>All users</td> <td><a href="#">Account Settings</a></td> <td></td> <td><a href="#">View</a></td> </tr> <tr> <td>faxem (*)</td> <td><a href="#">Display</a></td> <td><a href="#">In cart</a></td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Username (*=Administrator)	Properties	Inbound Queue	Outbound Queue	All users	<a href="#">Account Settings</a>		<a href="#">View</a>	faxem (*)	<a href="#">Display</a>	<a href="#">In cart</a>	<a href="#">View</a>
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1 Please contact our customer service team on 1300 667 355 if you have any additional enquiries or email [interfax@faxem.com.au](mailto:interfax@faxem.com.au)

8. Confirm your selection by choosing the **[Check Out Now>>](#)** option.

9. Review your purchase order with tax inclusive and select the **[Check Out Now>>](#)** option to finalise.

10. You will need to now enter your credit card details or confirm/change existing card details registered. Click on Check Out Now or Next.

Your Purchase will now be confirmed and the InterFAX Receive service added to your account.

Currency: AUD

User	Description	Unit Price	Qty	Price	Action
faxem	Fax reception setup - Australia	\$ 30.00	1.00	\$ 30.00	<a href="#">Remov</a>
faxem	Fax reception subscription - Australia	\$ 23.00	0.53	\$ 12.19	<a href="#">Remov</a>
<b>Total for items in cart:</b>				<b>\$ 42.19</b>	

[Check Out Now >>](#)

**Card Number**

**Card Type**

**Expiration Date**



**Cardholder Name**

**CVV**

[Check Out Now >> >>](#)

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