

**HERE ARE SOME QUICK INSTRUCTIONS ON HOW TO USE YOUR NEW FAX ACCOUNT WORLDFAX.**

Your username: xxxxxxx@xxxx.com password: choiz-xxxxxxxx

How to send a fax on the new WF system  
open <http://www.worldfax.com/sendFax/sendFax.php>

You have a few ways of sending faxes via the new WF system.

1) Regular email – format faxnumber@wfbroadcast.com  
i.e. 8132640204@wfbroadcast.com. If it is UK, e.g 011442071234567

You will need your log in name in the subject field.

You can then attach the file you want to send. **Support Formats** are

.DOC – Word  
.PDF - Adobe PDF Files  
.TXT – Text Files  
.XLS – Excel File.  
DOCS – Word 2007  
Tiff – Group 3 only

The email must be sent from your registered email address.

2) Broadcast  
format for this is: broadcast@wfbroadcast.com  
You need to attach a list of numbers and 1 document. The list must have the following fields.  
Faxnumber Contact

The list (in your notepad, line by line with 011+ Country code + Number e.g. 011442071234567. If US number, e.g. 17181234567) MUST be first and it can be .txt, .csv if you use Excel then it must have the word list in it. i.e. listbroadcast.xls. The fax document can be any of the above format.

To see your balance you can send an email to 'bcfst@wfbroadcast.com' with your login in the subject field and the body of the email Blank. You will receive an email with the balance.

3. Here is the web interface. A more advanced one is being developed for us by the Fax Software Company.

Go to <http://www.worldfax.com/sendFax/sendFax.php>  
The user name is your *email address* the password is your login which should be choiz-*loginname*

Attach your number list first (number list is in notepad line by line starting with the country code. Please include 011), then the document and send.