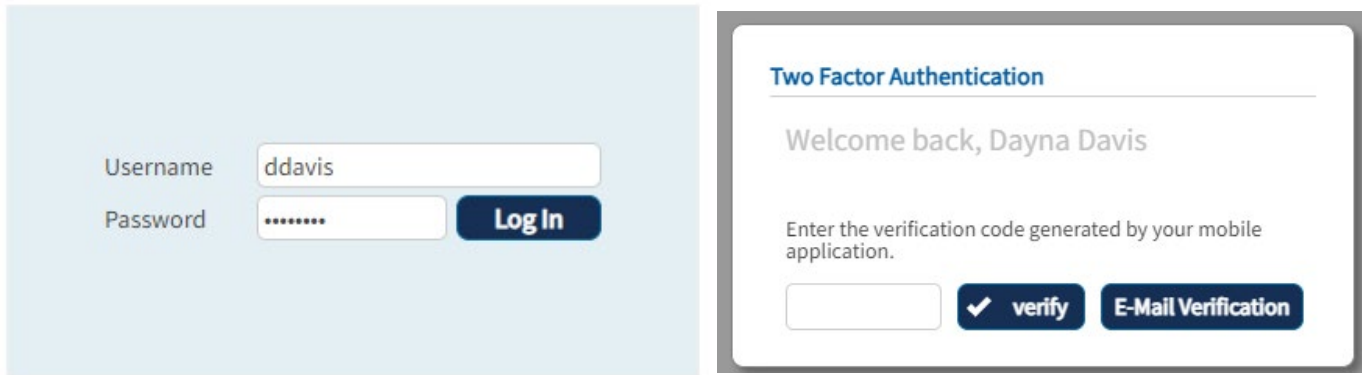


## How to Use Secured Cloud Fax

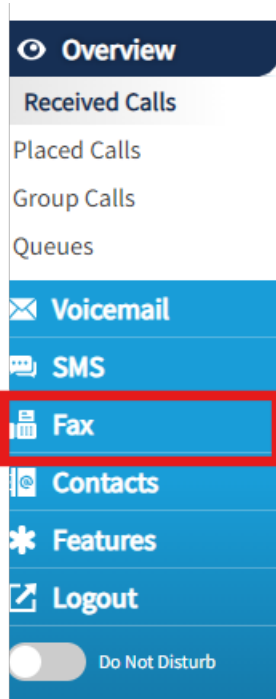
SmartChoice Secure Cloud Fax ensures the security of corporate and client documents with features like two-factor authentication, TLS encryption, and a password-protected web portal. Users can easily drag and drop files into the secure portal, combining convenience with top-notch protection. This cloud-based solution safeguards sensitive information while sending and receiving, adhering to the highest data protection standards. Please see the steps below on how to use this service.

1. Log into your OMNI User Panel and input 2FA Verification Code.

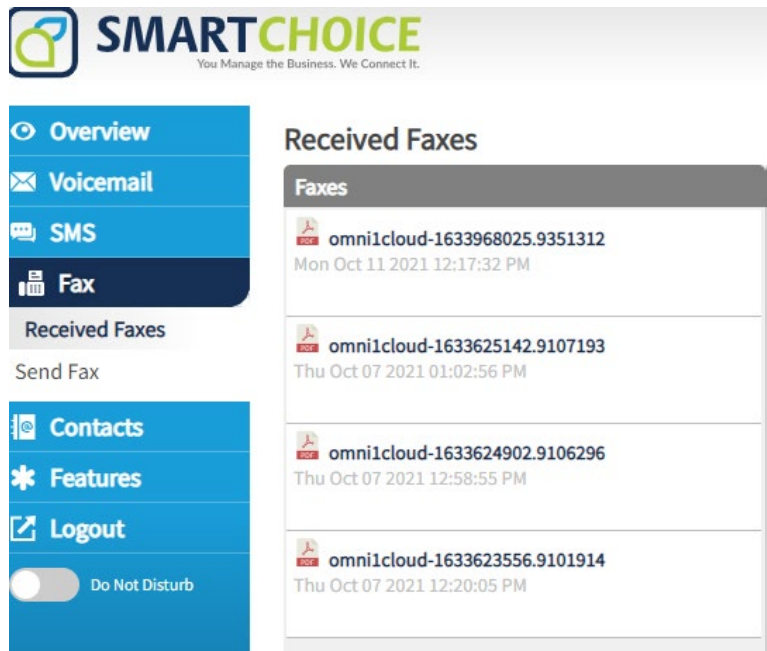


The image shows two side-by-side screenshots of the user interface. The left screenshot shows a login form with fields for 'Username' (containing 'ddavis') and 'Password' (masked with dots), and a 'Log In' button. The right screenshot shows a 'Two Factor Authentication' screen with the message 'Welcome back, Dayna Davis' and a prompt to 'Enter the verification code generated by your mobile application.' Below this is an input field for the code, a 'verify' button with a checkmark, and an 'E-Mail Verification' button.

2. Click on the Fax option of the main menu.

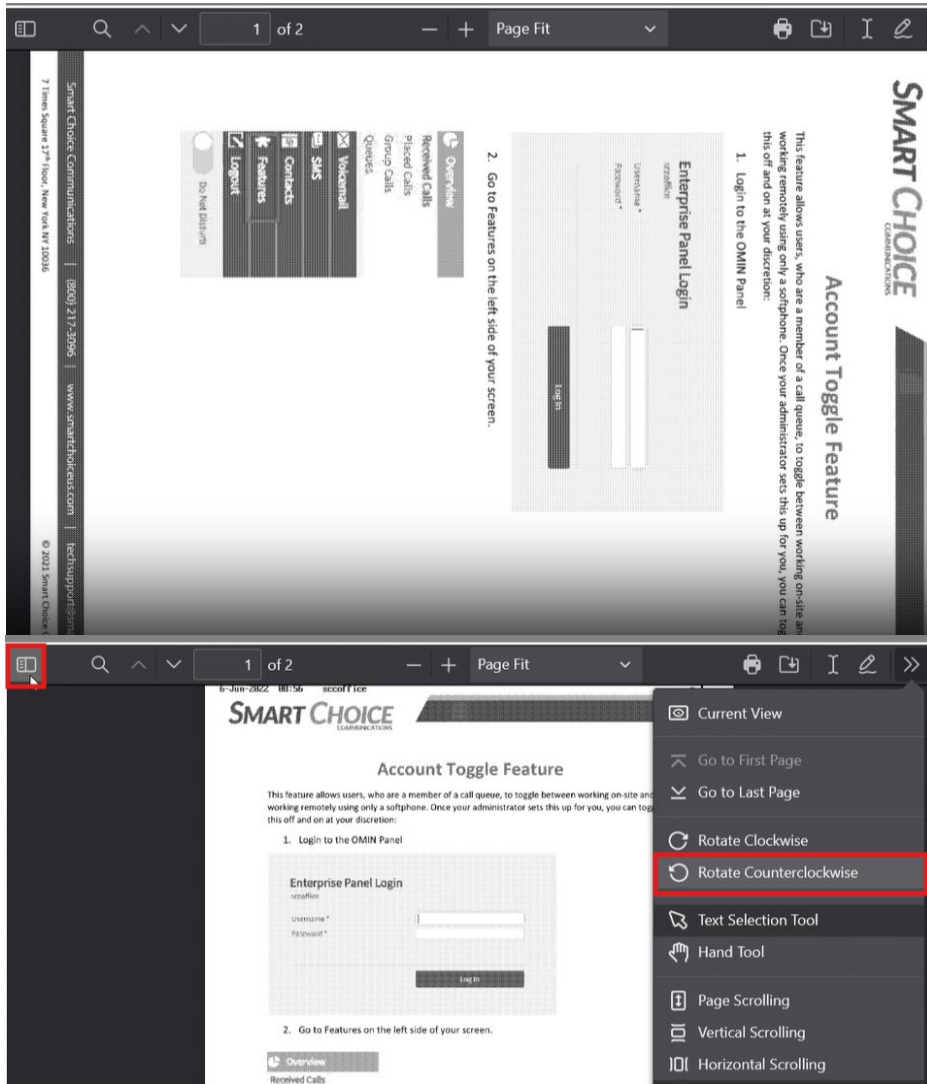


3. View received faxes with a timestamp.

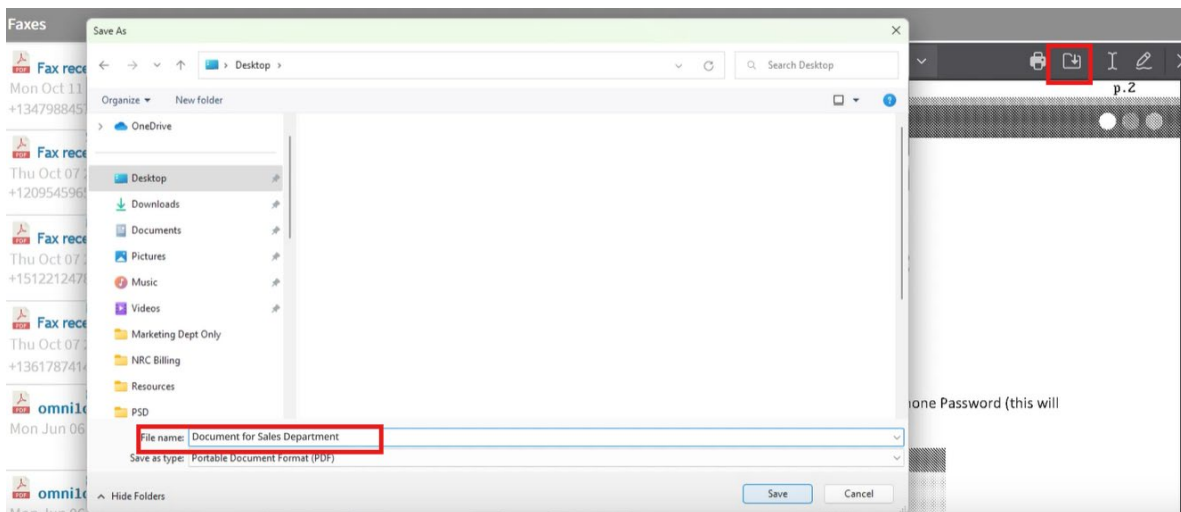


4. To view received faxes, you can click on one of the received faxes to open the file.

- a. You have the ability to rotate the file as well by clicking the page at the top left corner of the window and going over to “Rotate Counterclockwise”.

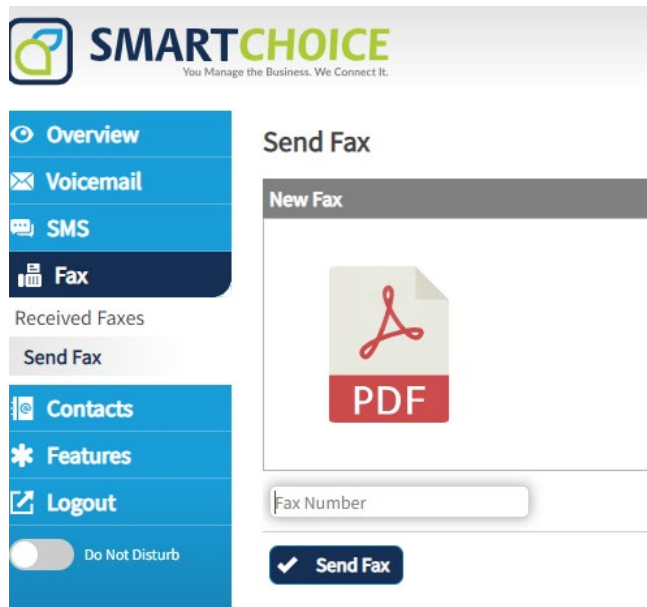


- b. Next, you can download the file and save it to your computer.



5. To send a fax, click on “Send Fax” .

c. You can just drag and drop your file into the section “New Fax”.



6. Once the PDF is loaded, you can type in the fax number receiving the document and hit “Send Fax”.



7. You will receive a stats message that the fax is sending and to check your email for status updates.

