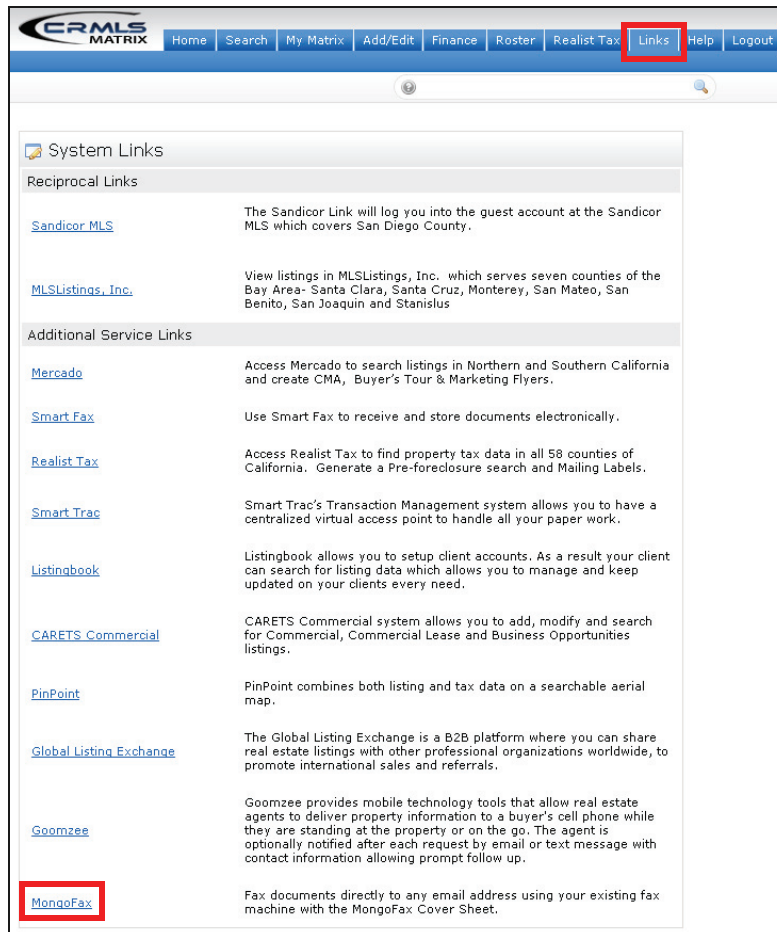


Follow the steps below to fax a document to an email address using MongoFax.

1. Log in to the CRMLS Matrix Platform.
2. Click the **Links** tab, then click the **MongoFax** link to download the Cover Page to your Desktop.



3. Enter email addresses in available fields at the top of the Cover Page.
4. Print the Cover Page.
5. Fax the MongoFax Cover Page along with your documents to the phone number listed at the bottom of the Cover Page.

Note:

Long distance charges may apply.

Your documents are instantly converted and routed to the recipients you specified on the Cover Page.