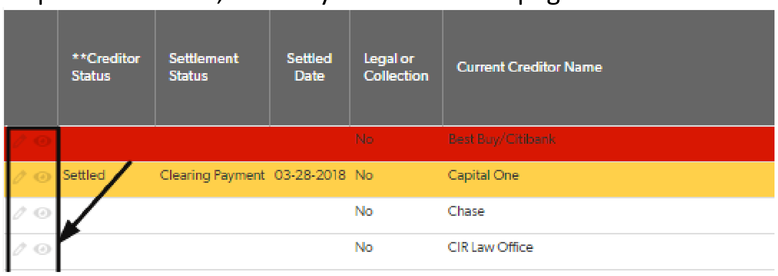
Subject:	**Product:**	**Approved on:**
Sending Faxes Through Quickbase	**Customer Loyalty Group**	

Purpose:
Sending a Fax through Quickbase.

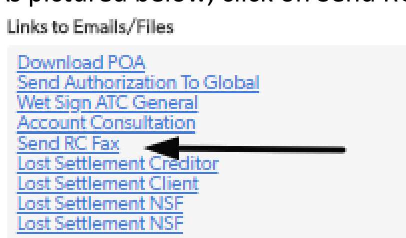
Policy:
Client requested for documents to be faxed.

Procedure:

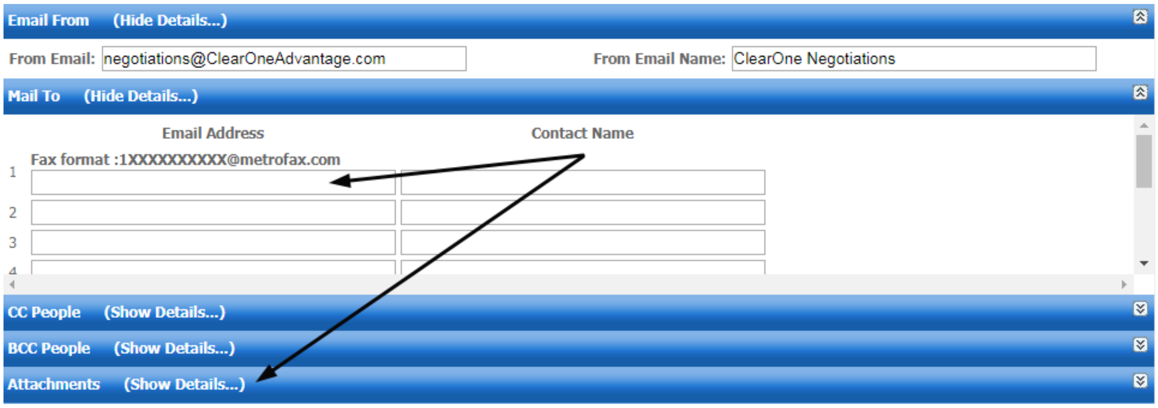
1. Pull up the client's page in Quickbase
2. Go to the *Creditors Section*
3. As pictured below, click any of the creditor pages



4. Go to the *Comments Section*
5. Scroll to the bottom of the *Comments Section* until you see **Links to Emails/Files**
6. As pictured below, click on Send RC Fax link



7. This will open a new iWeb page
8. As pictured below:
    a. On the "*Mail To*" tab, fill in the fax number in the following format: 1xxx-xxx-xxxx@metrofax.com
    b. On the "*Attachments*" tab, click Choose file attaching the document you'd like to send.



9. Click "*Send Email*"

Exceptions:

None