
Phone Number:
Password: 7890

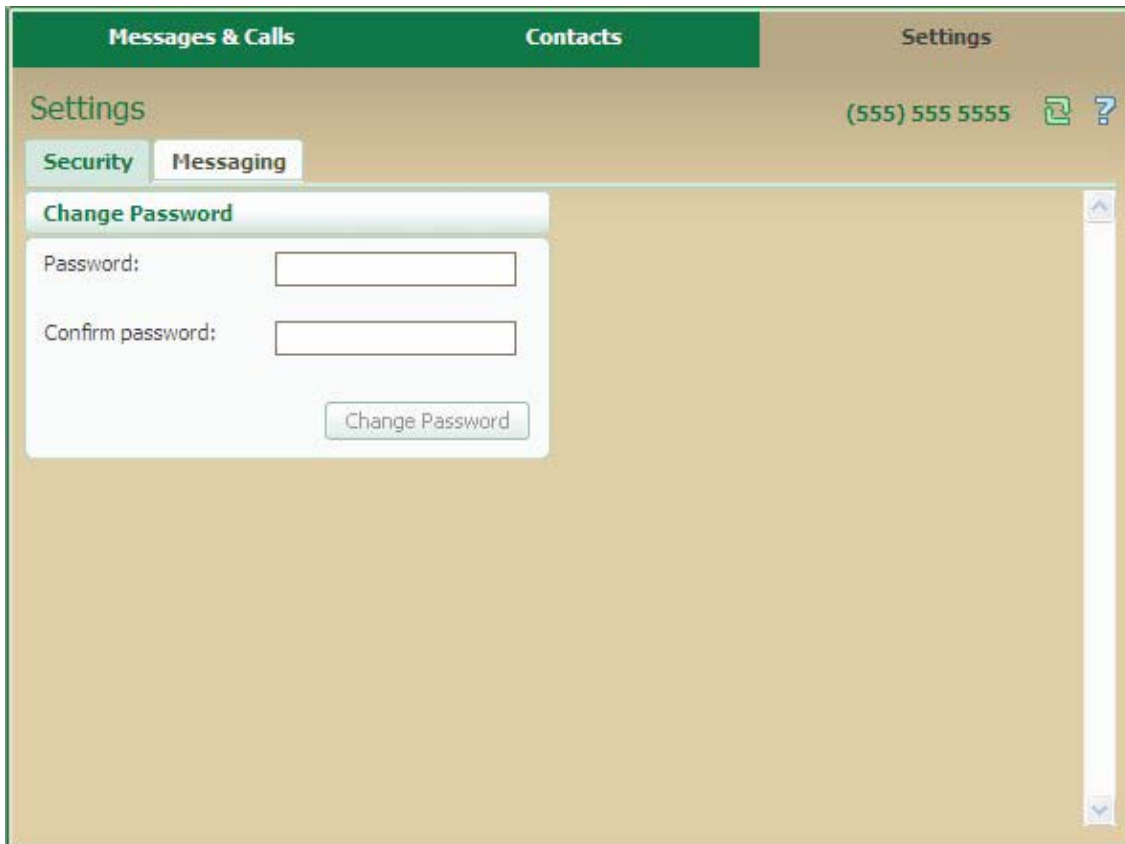
WEB ACCESS

To log into your fax box using the internet:

1. Open the web page <https://commportal.telcox.net> using your web browser
2. Please select “Continue to Website” if you get a security error
3. Enter ***your phone number with area code*** and your ***password (default is your PIN)***

To change your eFax password:

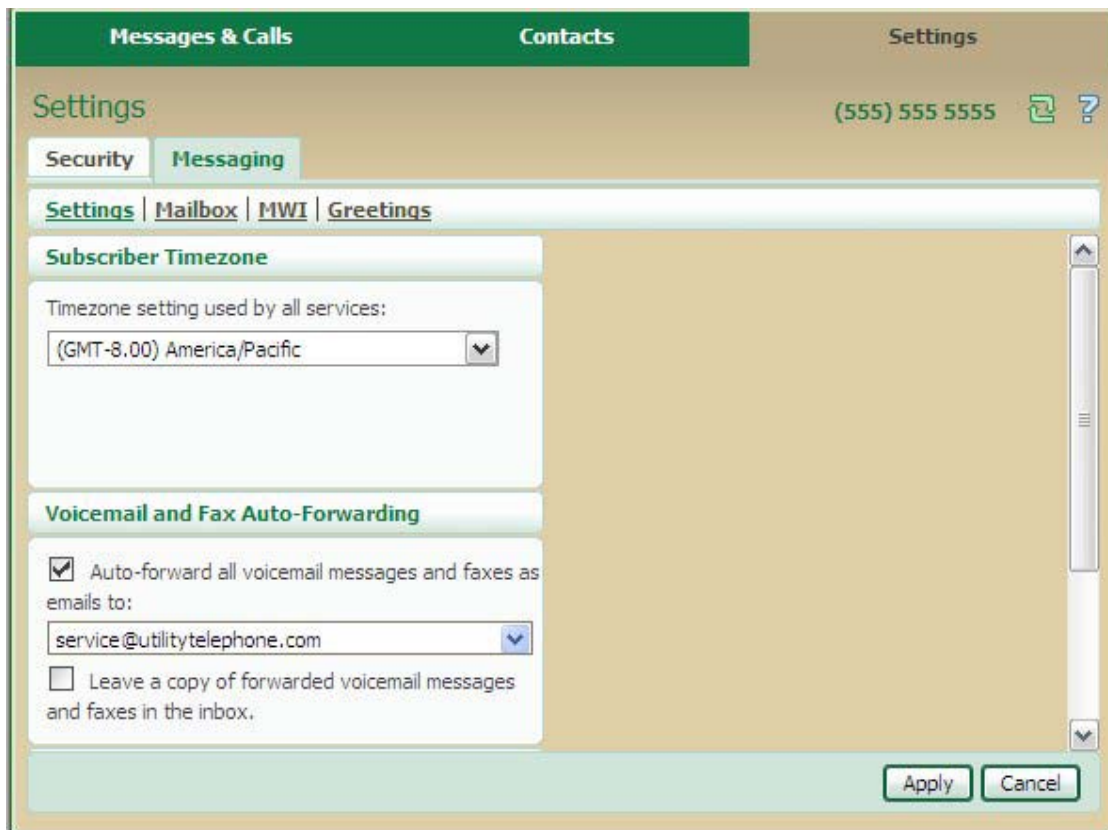
1. Log into your web eFax box
2. Click on “Settings” at the top of the page
3. Select the security tab
4. Enter your new password in the “password” and “confirm password” fields. This is your password for the web browser and telephone.
5. Click on “Change Password”



The screenshot shows a web interface with a green header bar containing three tabs: "Messages & Calls", "Contacts", and "Settings". The "Settings" tab is active. Below the header, the page title is "Settings" and the phone number "(555) 555 5555" is displayed. There are two sub-tabs: "Security" (selected) and "Messaging". The "Change Password" form is visible, featuring two input fields labeled "Password:" and "Confirm password:", and a "Change Password" button at the bottom.

To turn on email notification of eFax messages:

1. Log into your web eFax box
2. Click on the “Settings” button on the top of the web page



3. Check the box “Auto-forward all voicemail messages and faxes to”
4. Enter in a valid email address
5. Check the box “Leave a copy of forwarded eFax messages and faxes in the inbox.” if you want to keep a copy of all messages in G-Portal.
6. Click on apply