

## HOW TO SIGN UP

January 2010

Communications cluster by **Faxpl@form** The world's best platform for FASPs  
(Fax Application Service Providers) © Copyright 2005-2010

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# 1. WELCOME

Thank you for choosing our solution. This document contains information on signing up as a subscriber in order to make use of our services.

## 2. SIGN UP VIA THE WEB

### 2.1. System Requirements

The following lists the minimum system requirements for using the FaxPlatform email-to-fax and fax-to-email service:

- o Any Computer/Laptop running a Windows operating system (2000 or later) or Apple Macintosh
- o Internet Access
- o Office Outlook/ Outlook Express 2000 or later
- o NB: This service requires online connectivity to the mail server chosen.

You can either navigate to a web site provided by your service provider or navigate to the web site <http://www.faxplatform.com>

The image on the right is an example of a typical sign up form, enter your email address in the sign up form as requested and click the "Sign" Up button

Please ensure that you use a valid email address as all email communication is sent by the system to the address supplied.

### 2.2. Successful Registration

When your registration is successfully submitted, you'll see a message similar to the one below:

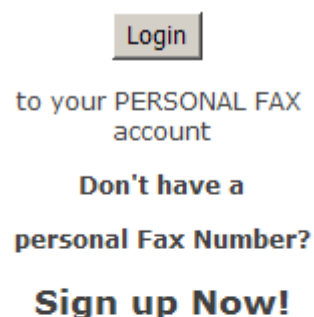
"Thank you for using FaxPlatform  
You will receive a confirmation email in your inbox, please accept this invitation to validate your details and activate your number."

*"Support: If you do not receive the invitation email within five minutes, first check your spam/junk folder then If you still experience any difficulties please contact [support@faxplatform.com](mailto:support@faxplatform.com)"*

### 2.3. Unsuccessful Registration

If your registration is NOT successfully submitted, you will see a message similar to the one below – please check the error message in order to fix the problem or otherwise, If you are unable to resolve the error, please contact support.

"The supplied email address has already been invited on our system.  
Please contact [support@faxplatform.com](mailto:support@faxplatform.com) for further assistance"



Login

to your PERSONAL FAX account

Don't have a personal Fax Number?

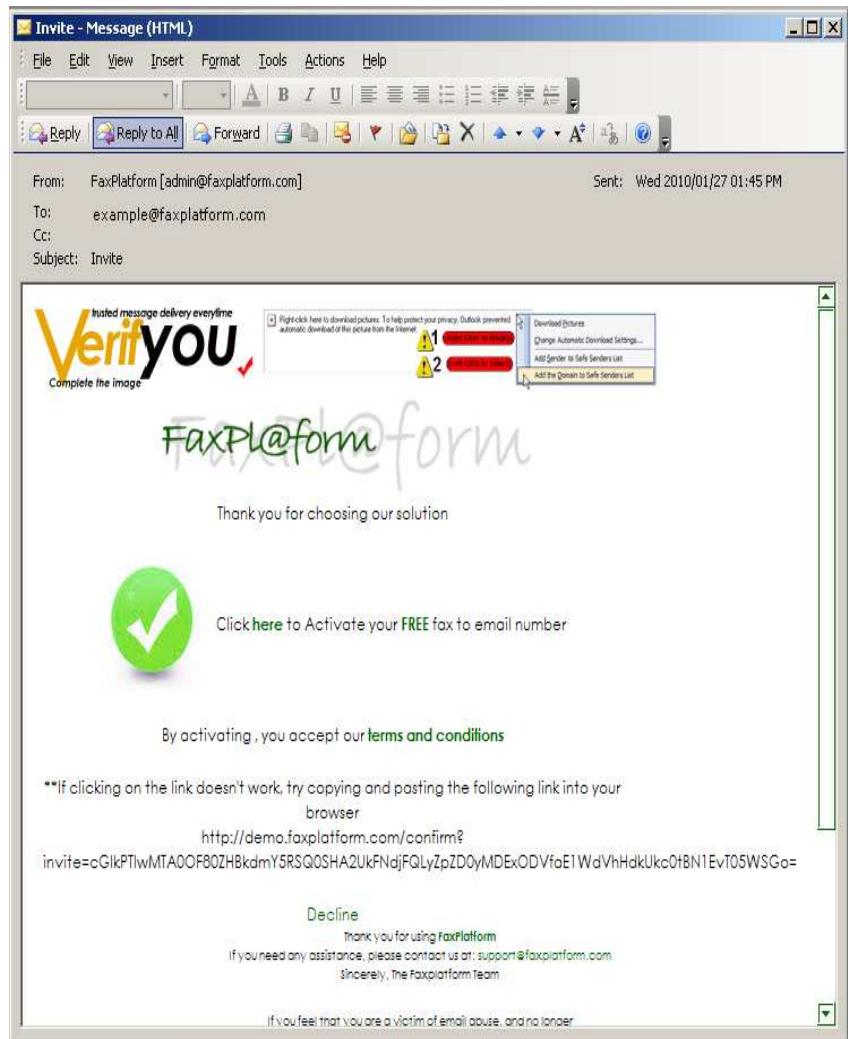
**Sign up Now!**

Please enter your email address below to sign up

Email	<input type="text"/>
Confirm email	<input type="text"/>
	<input type="button" value="Sign Up"/>

### 3. EMAIL INVITATION

A successful registration will result in an invitation being emailed to the email address supplied. Accept the invitation by clicking on one of the clickable links or copying and pasting the URL provided into your web browser



Clicking on one of the accept links will open your web browser and will see a "Confirm Your Invitation" page, similar to the one below. Your email address and fax number will be auto-completed – you must tick the checkbox to accept the terms and conditions before continuing. All the other fields are optional. Accepting your invitation will log you into your account and trigger a Welcome email.

### CONFIRM YOUR INVITATION

Please confirm your details and accept your invitation

#### Confirm your details

<b>First Name:</b>	Prof	Your
<b>Last Name:</b>	Name	
<b>E-mail Address:</b>	example@faxplatform.com	
<b>Choose a password:</b>	••••••••	
<b>Confirm Password:</b>	••••••••	
<b>Mobile Number:</b>	0831234567	
<b>Accept our terms and conditions.</b>	<input checked="" type="checkbox"/>	

By clicking continue, you agree that you accept our terms and conditions.

[Continue](#)

## 4. WELCOME EMAIL

Please save your welcome email as it contains important account information as well as your login credentials.

**Welcome - Your Fax2Email Fax Number - Message (HTML)**

From: FaxPlatform [admin@faxplatform.com] Sent: Wed 2010/01/27 02:05 PM  
To: example@faxplatform.com  
Cc:  
Subject: Welcome - Your Fax2Email Fax Number

**Verify You**  
Complete the image

**FaxPlatform**

**WELCOME!**

Your **FREE** Fax to Email number is

**085 401 0597**

The above number is activated and ready for use  
All faxes sent to this number will automatically be sent to  
**example@faxplatform.com**

**Your Details**

Please keep your login details safe

First Name	Your
Last Name	Name
Email Address	example@faxplatform.com

**Login Details**

Please Use these details to login to your management console  
where you can view/ resend received faxes and  
activate new exciting services

Login address	Login Here
**If clicking on the link doesn't work, try copying and pasting the following link into your browser <a href="http://demo.faxplatform.com">http://demo.faxplatform.com</a>	
Username	example@faxplatform.com
Password	example

Thank you for using FaxPlatform  
if you need any assistance, please contact us at: support@faxplatform.com  
Sincerely, the FaxPlatform Team

If you feel that you are a victim of email abuse, and no longer want to utilize this service, please send an email to [unsubscribe@faxplatform.com](mailto:unsubscribe@faxplatform.com)

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**Made in South Africa**

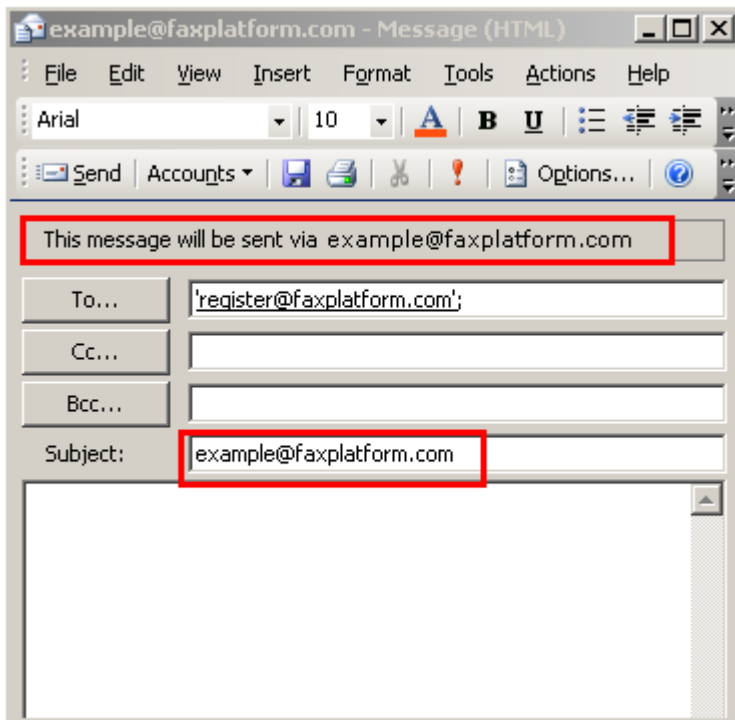
## 5. SIGN UP VIA EMAIL

For those who do NOT have access to the internet – you can still sign up via email

### 5.1. System Requirements

The following lists the minimum system requirements to sign up as a FaxPlatform subscriber when you do NOT have access to the internet.

- o Any Computer/Laptop running a Windows operating system (2000 or later) or Apple Macintosh
- o Office Outlook/ Outlook Express 2000 or later
- o NB: This service requires online connectivity to the mail server chosen.

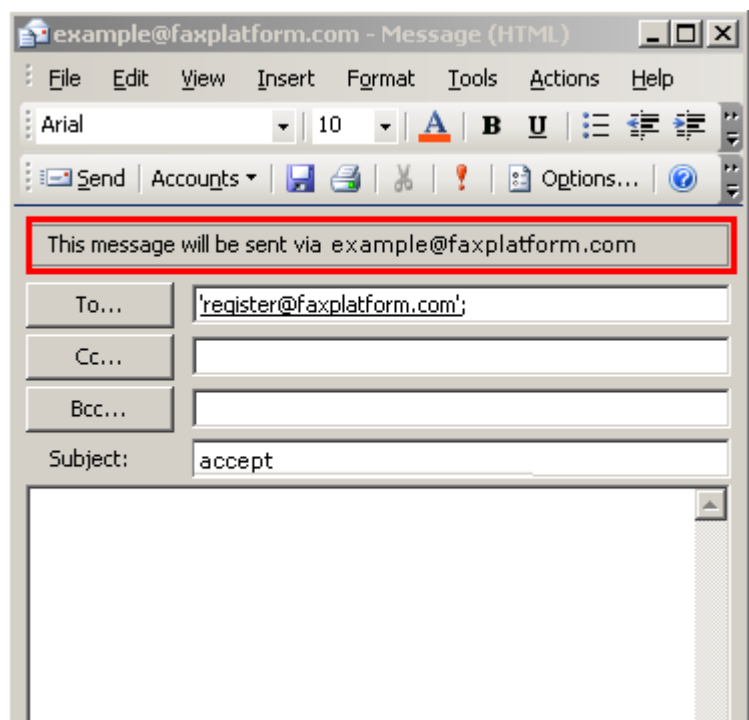


### 5.2. Sign Up

Send a blank email with your email address as the subject to [register@faxplatform.com](mailto:register@faxplatform.com)

### 5.3. Accept

When you receive the email invitation, accepting the invite is as easy as sending a blank email to [register@faxplatform.com](mailto:register@faxplatform.com) with the word "accept" as the subject



## 6. ADDITIONAL INFORMATION

Having signed up you will most likely be keen to test both receiving and sending of faxes – please download the detailed guide here: [SENDING AND RECEIVING FAXES VIA EMAIL](#)

FaxPlatform is the Intellectual Property provider and can be contacted should you fail to be able to contact your Fax Provider - we will forward you the correct contact and support information

Web: <http://www.faxplatform.com/>

E-mail: Technical Support [support@faxplatform.com](mailto:support@faxplatform.com)