



How to add fax numbers on a Partner Account

1. Go to the Partner Portal <https://www.verygoodemail.com/apps/partners/>
2. Log in with your postmaster Partner login and password:



Login

[Partner Portal](#) » [Partner Account Management](#)

Please Log In

Access to the Partner Portal is restricted to our partners. Please log in below with your username and password.

☐ Remember Username

Unsure of your Username & Password?

If you have a partner login to our main control panel, you can use those credentials to log in here. These logins can also be used create further associated accounts that can access these pages. [Forgot password?](#)

3. Once logged in, click on Mail Control Panel:



[Logout](#)

Partner Account Management

[Partner Portal](#) » [Partner Account Management](#)

[User Management](#)

[Pricing](#)

[Mail Control Panel](#)

[Billing](#)

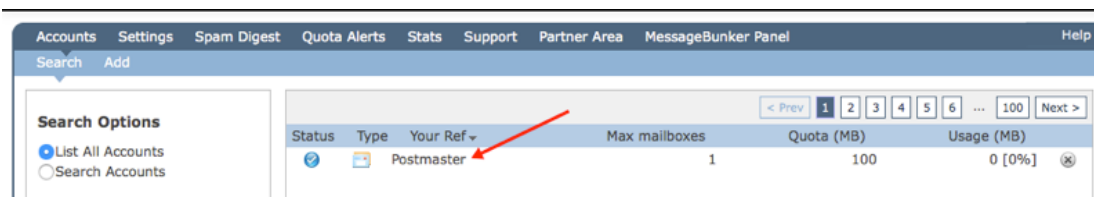
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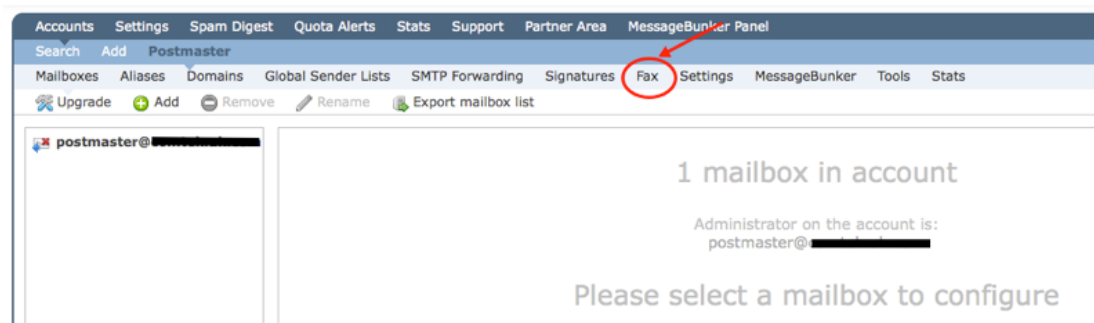
[Service Alerts](#)

Adding Fax Numbers - Partner Account

4. You are now in the control panel, so click on the Postmaster account:



5. Once the postmaster account is displayed, click the tab “Fax”:



6. Click “Add” to add a fax number:



7. Enter the recipient email address(es)
8. Select the number type from the drop down list
9. Select the format to receive faxes (PDF or TIFF)
10. Click Add (see next page)

Adding Fax Numbers - Partner Account

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Add New Fax Number

Email Address Enter recipient email address for faxes (Separate multiple addresses with ,)

Number Type 0113 Leeds Select the area code for fax number you want to add

Format PDF Format

Add **Reset** **Close**

11. Repeat steps 7-10 for all numbers, and they will then be displayed on the account:

*** ONCE ALL NUMBERS ADDED YOU WILL SEE THEM LISTED HERE ***

Fax number	Inbound			Outbound	
	Email address	Format	Status	Credits	Status
01292	lindsay@	PDF	Enabled	0	Enabled
0141		PDF	Enabled	10	Disabled
0141	ken@	PDF	Enabled	8	Enabled
0282	info@	PDF	Enabled	100	Enabled
02871	info@	PDF	Enabled	100	Enabled
02871	john@	PDF	Enabled	98	Enabled
02871	angela@	PDF	Enabled	11	Enabled
02892	info@	PDF	Enabled	0	Enabled

12. To enable Sending on the account, select the account from the left hand menu

13. Tick "Outbound fax enable"

14. Assign sending credits (you will only be charged at the end of the month for the number used)

15. Add Authorised senders email addresses, click "Add" after each one

16. To enable all users on a domain, simple add *@domain

17. Click Update when finished (see next page)

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Accounts

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Spam Digest

Quota Alerts

Stats

Support

Partner Area

MessageBunker Panel

Help

Search

Add

Postmaster

Mailboxes

Allases

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SMTP Forwarding

Signatures

Fax

Settings

MessageBunker

Tools

Stats

Settings

Sending Rates

Add

Remove

All

01292

0141

0141

0282

02871

02871

02871

02892

Fax settings for 01292

Inbound

Receiving status

Enabled

☒ Inbound fax enable

Receiving address

Recipient email address here

Format

PDF Format

Select PDF or TIFF format to receive faxes in

History

0 faxes received.

Outbound

Sending status

Enabled

☒ Outbound fax enable

Tick if you want to enable sending faxes

Sending credits

0

Set number of sending credits here, will be charged only on what is used at end of the month

Authorised senders

Add

Remove

Add authorised sending email addresses, click ADD after each one.

Click Update once finished

The fax number is now set up and ready to use.

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