

SRFAX Setup Instructions:

Currently, we are not able to offer enterprise-wide subscription to SRFax. Each individual department or program needs to sign up for SRFax to allow the providers in your group to use the combination of Turboscan and SRFax or EMR and SRFax. It is recommended that you sign up for the Healthcare Lite version which gives you a 30 day free trial and after which is \$7.95 per month. PHSA Procurement will be assessing the volume of SRFax use on an ongoing basis to see if users will be using volumes past the basic package to determine the need for enterprise-wide subscription in the future.

Follow the steps below to sign up for account for SRFax.

1. Go to SRFax website at

<https://www.srfax.com/plans/healthcare-solutions/>

2. Choose Signup for Healthcare Lite account as it gives you 30 days free trial period
3. Choose monthly payment and set up fax number how you would like it. Press next

Note: The fax number you choose is the receiving fax number for your SRFax Account. This means that once your account is created, others can fax documents from a fax machine to this SRFax account number and you can receive the fax electronically by logging into your SRFax account on the web browser. For additional SRFax numbers for your account, there is a cost per additional number once you past the trial period.

4. Fill out information and enter corporate credit card information to set up the account
5. You can begin using SRFax with your account set up.
6. Once your account is set up, login to the SRFax website with your account user ID and password. Go to account settings and under category of authorize emails, type in the emails of the providers that you are authorizing access to use the SR Fax account to send faxes for your program/department. There is no limit to the number of provider emails you add.