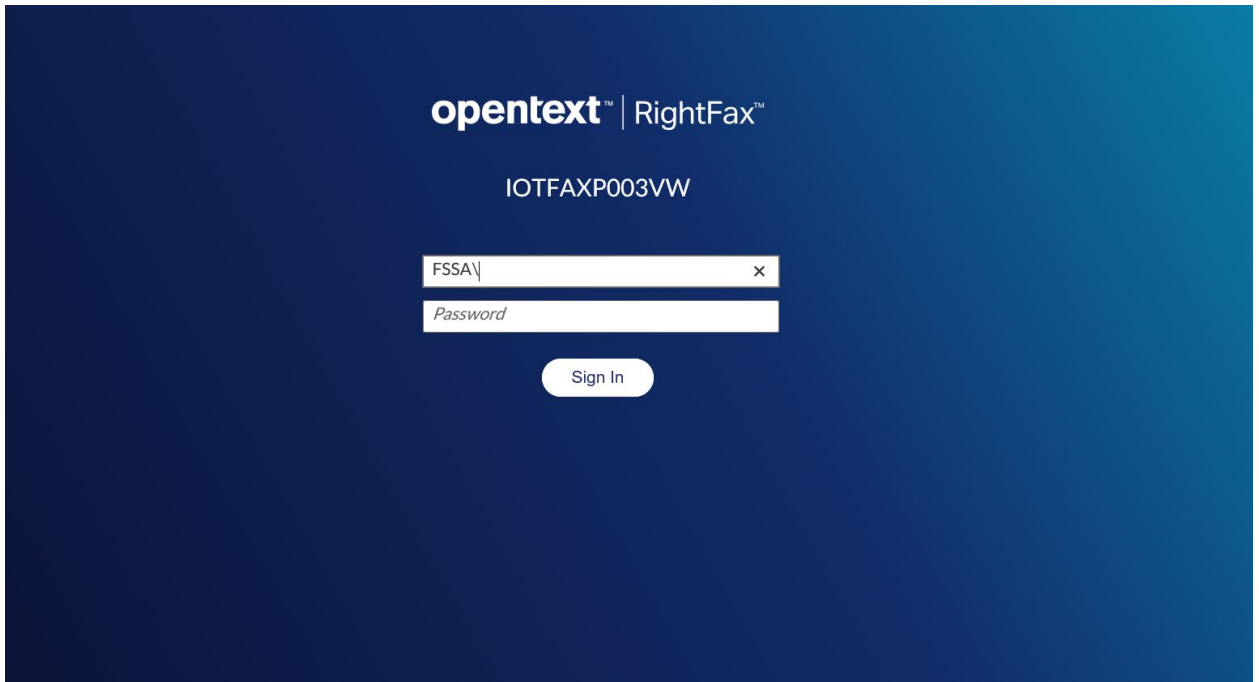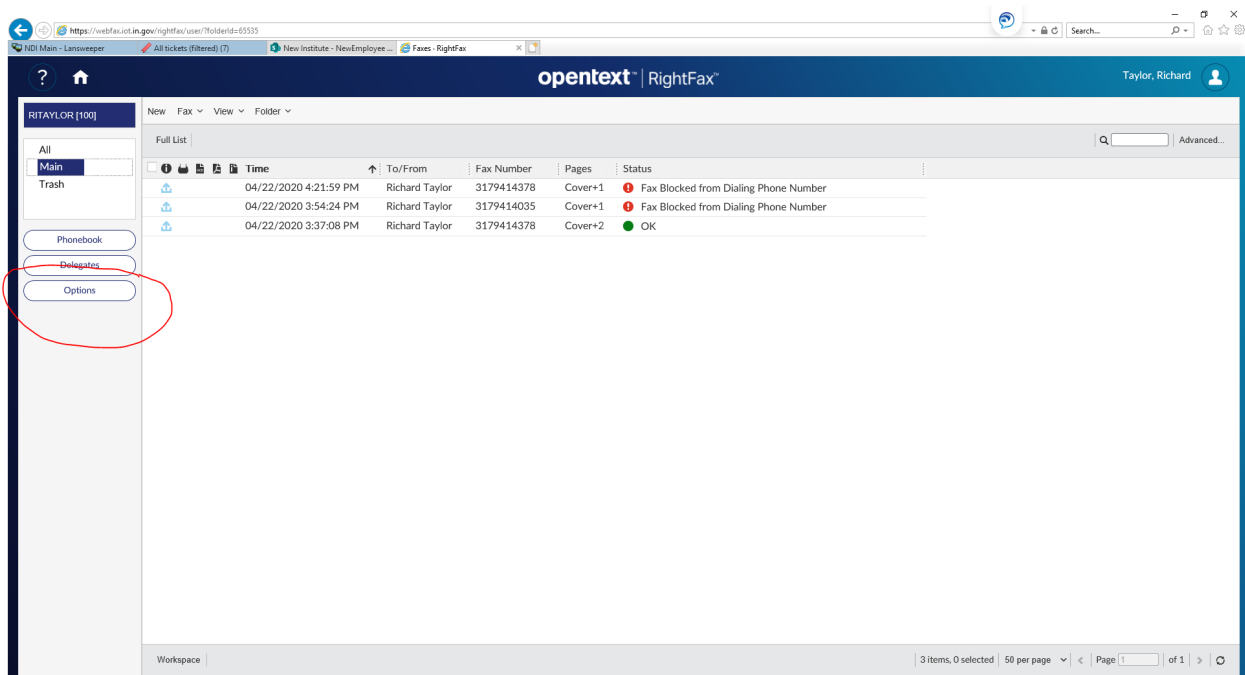1. Access RightFax through the following link >>> | [RightFax](#) |

2. Login using your computer login information in the following format:

   Username: FSSA\(computer username)
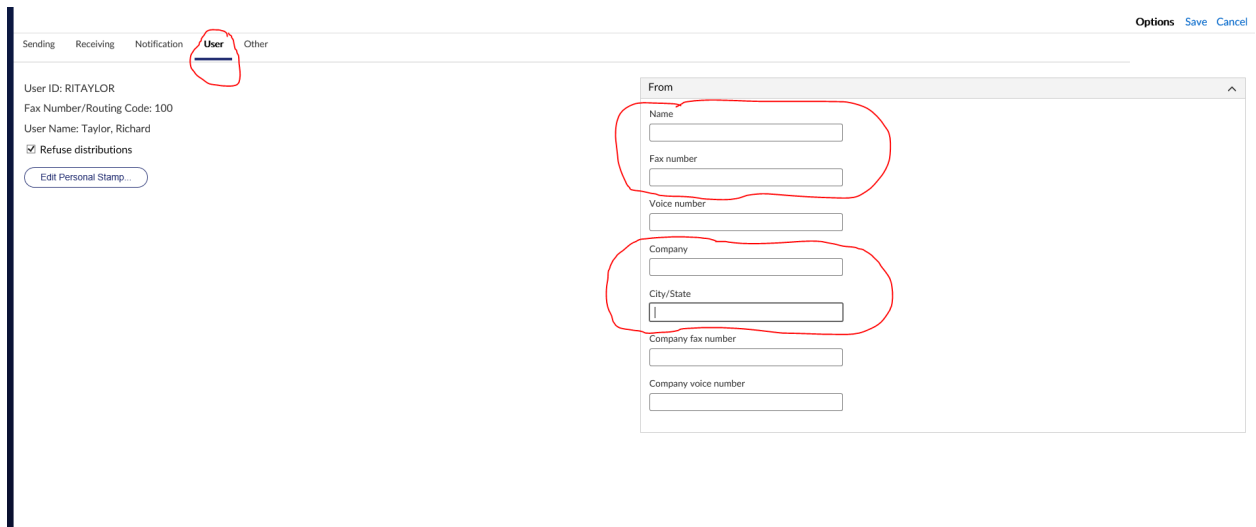   Password: Computer password

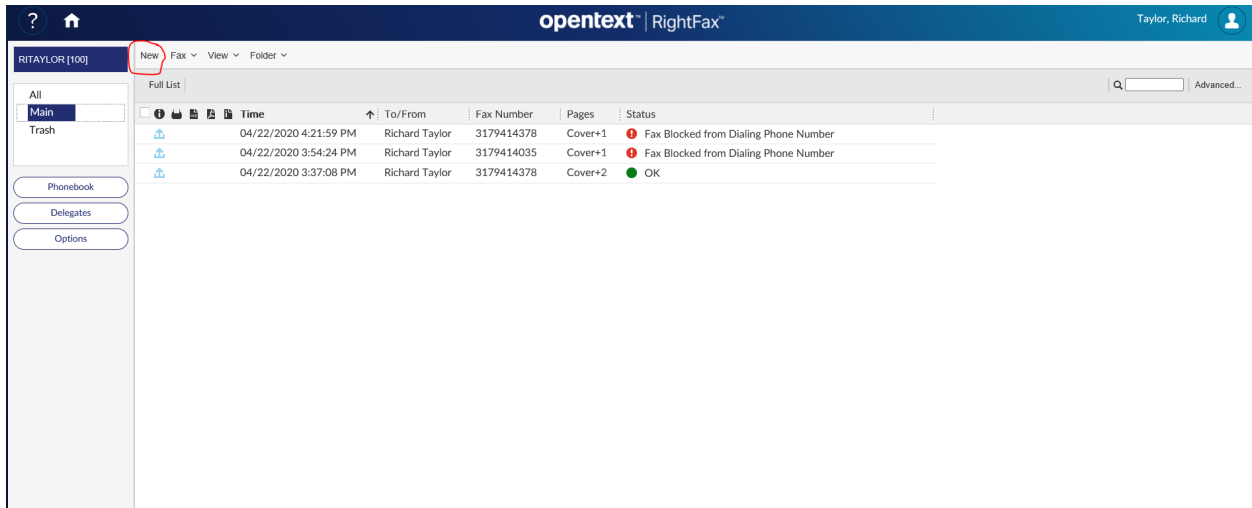3. Set your user information before sending your first fax. Start by clicking "options" as shown below:

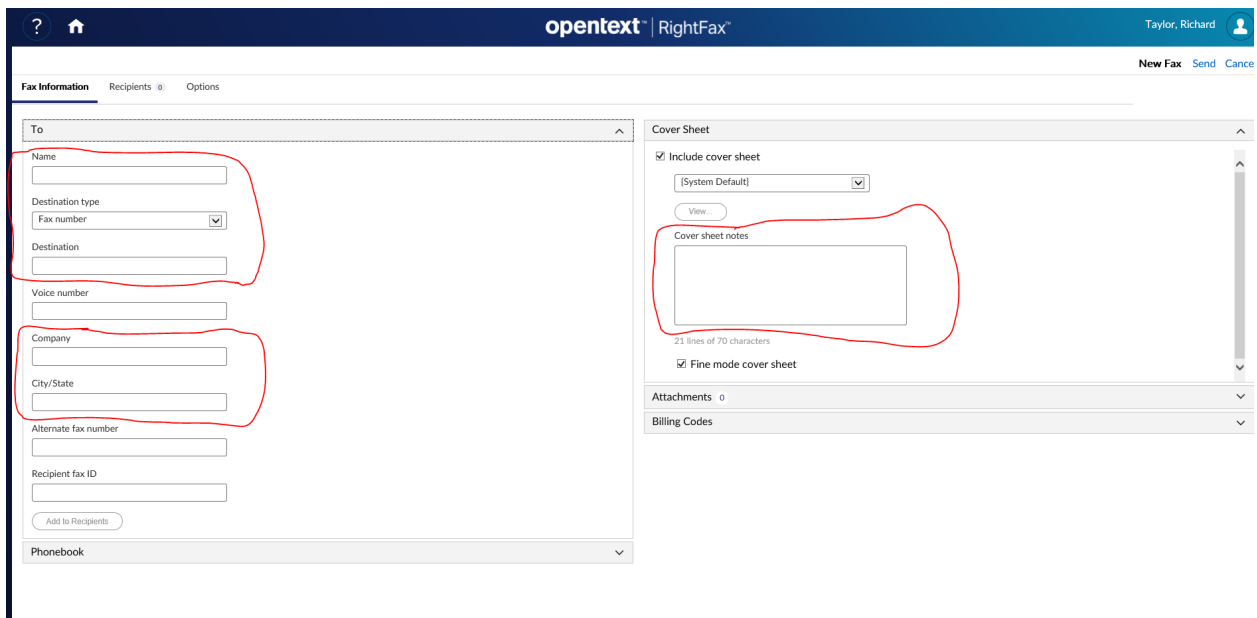4. Click "user" and fill out the following information:
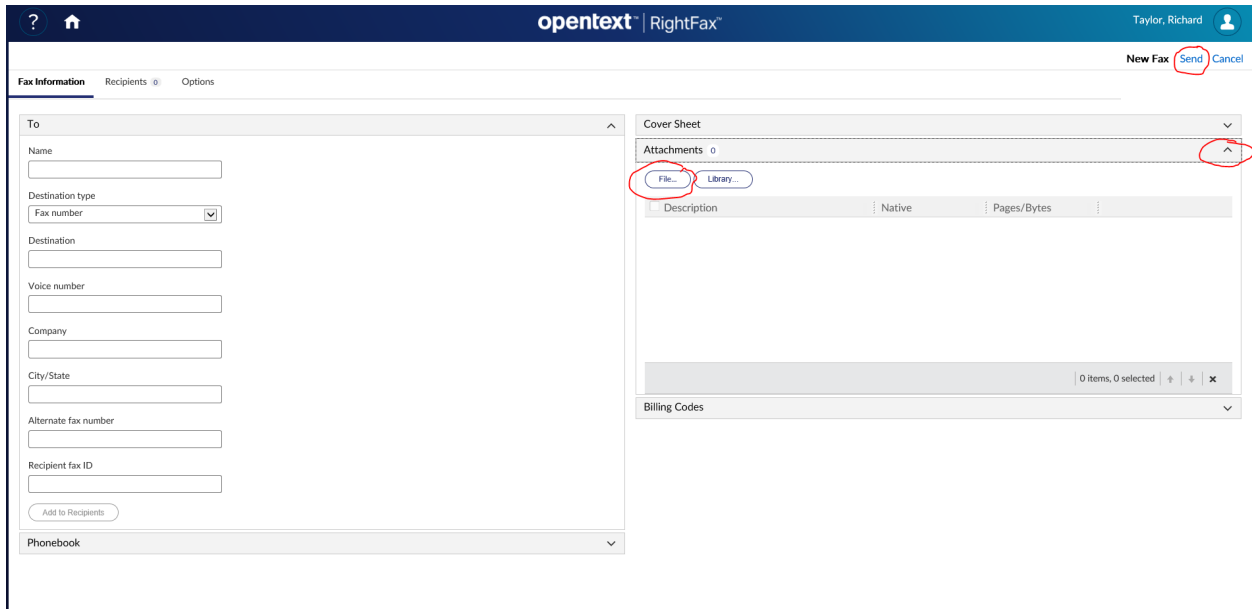

5. Click "save"

6. To send a fax click "new" as shown below

7. Fill out the following fields:

8. Attach the document you intend on faxing and click "send"

9. You will see the status of your fax on the home page: