Request a Virtual eFax Account

**Audience:** Emory University Staff, Emory Healthcare

**Procedures:**

Emory Healthcare and University staff can use the following information to request to have a new virtual or line only fax activated.

**Note:** This is for a software only extension. There will be no jack installation or activation. You must be on Emory networks or connected via VPN in order to connect to the MySoft / OIT Shopping Cart & Billing Portal

1. Log into the [OIT Shopping Cart & Billing Portal](#) using your network ID and Password. Click on "Shopping Cart".
2. Next click 'Phone - Other (EC500, Voicemail...)*' and on the dropdown click 'Line Only' (Software Extension)"
3. Choose "Fax Extension" by clicking "Add" under the Qty field. Note: If more than one virtual fax is being requested modify the Qty field and then click "Add".
4. The transaction can be reviewed or modified by clicking 'View Cart' in the upper right hand of the screen. Note: If there is missing information from your specific item ordered there will be an X beside "Details".
5. When everything has been completed, click 'Checkout' at the lower left of summary page.
6. The "Check Out Information" will ask for other information to complete the order. Click 'Continue' once all required fields have been input.