How to: Forward your Fax Line to Updox

🖨

Forwarding with Updox can be completed in three simple steps!

Step 1:

Find your Updox fax line within Updox by clicking on **Menu - Admin - Fax Settings**. Updox automatically assigns each practice a fax line upon registration.

Step 2:

Contact your fax number carrier and let them know you wish to forward your current fax line to the fax number Updox has assigned you.

Step 3:

Send a test fax to ensure this forward works. If it does not, this indicates your carrier has not forwarded correctly. Be sure to reach back out to your carrier to complete the forward.

> NOTE: Any issues with forwarding a fax line to Updox must be addressed with your existing fax carrier. Unfortunately, Updox has little to no control on this process.