How FaxTerra Works

Send and receive faxes from a browser or a phone with no fax machine and nothing to install. Send 10 pages a month free. Subscribe to receive faxes at your own number.

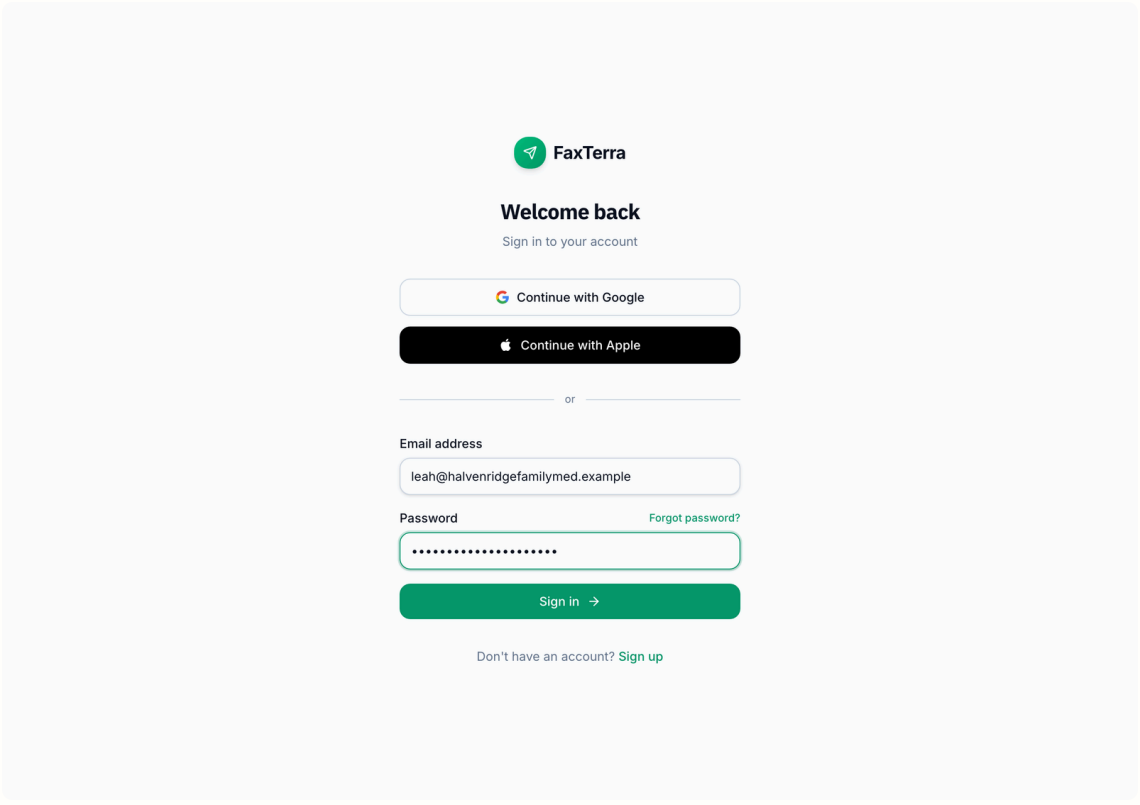
On the web, iPhone or Android

Use FaxTerra at faxterra.com or in the iPhone and Android apps: faxterra.com/app.

STEP ONE

Sign in

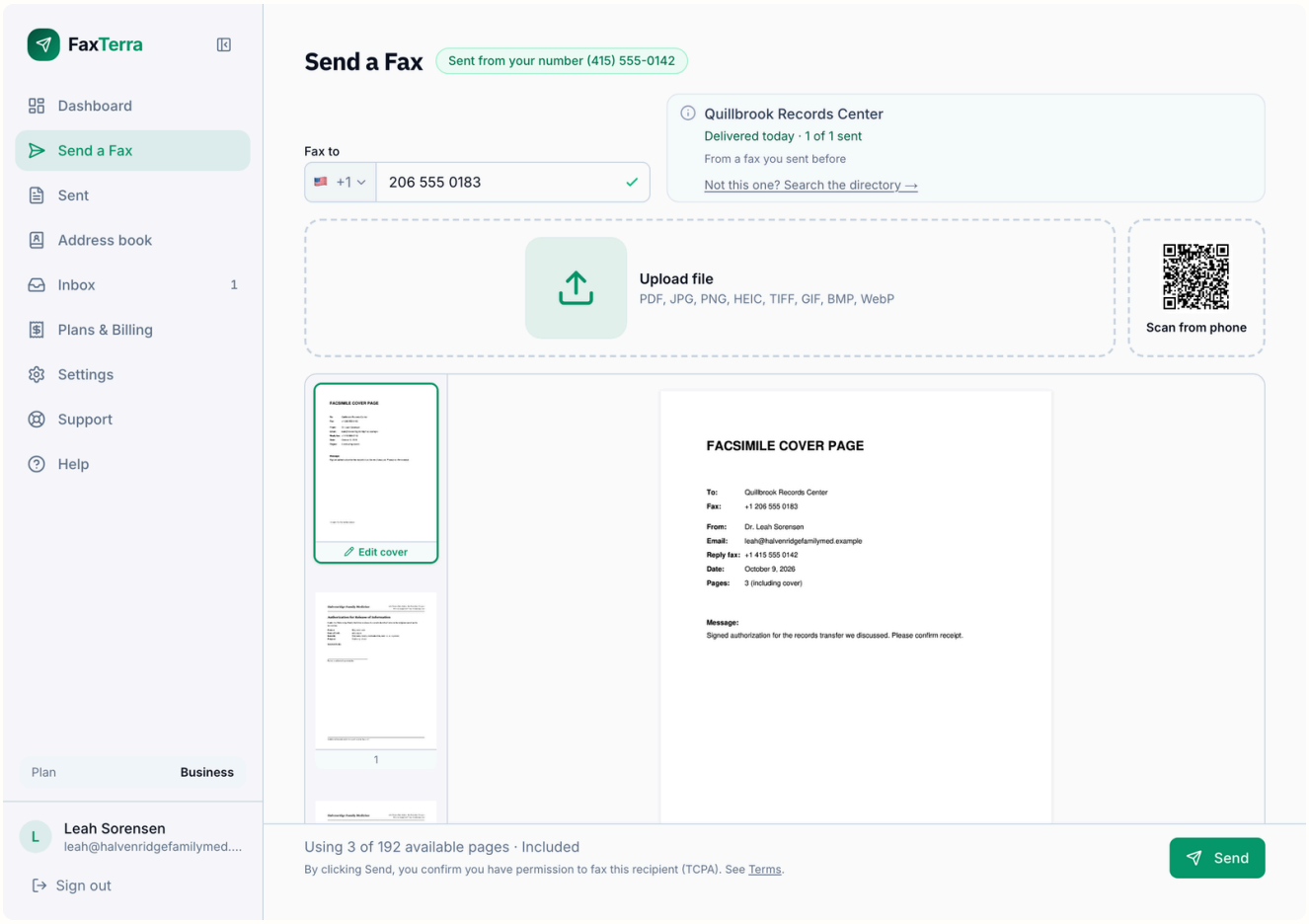
Open faxterra.com and sign in with Google, Apple, an emailed link, or a password. Give everyone in your office their own login at no extra cost.



STEP TWO

Send a fax

Enter the fax number and attach your document. Preview every page as it will print, and flip or remove any page. Combine PDFs, photos and iPhone HEIC files into one fax.

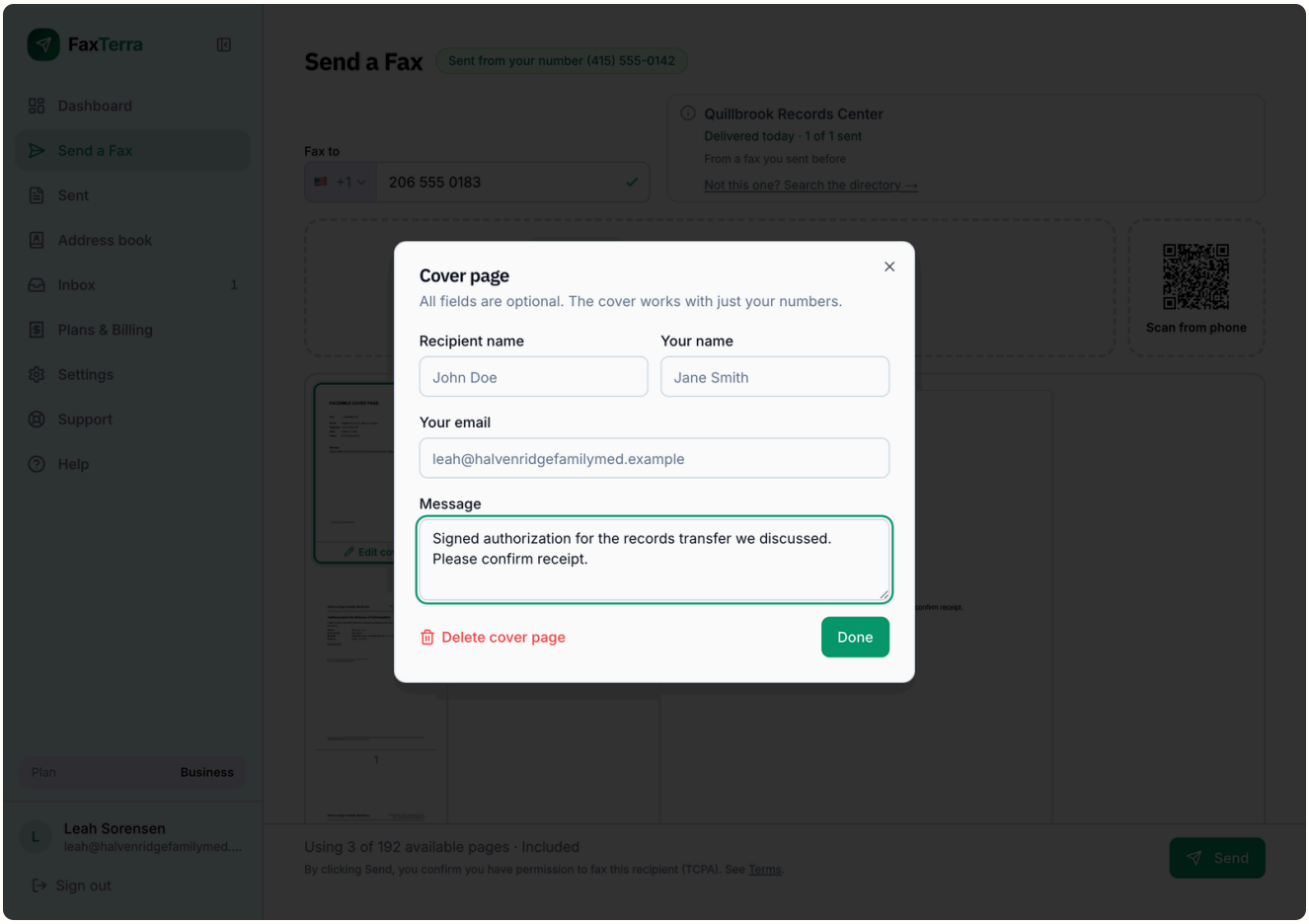


What you see here is what the recipient gets.

STEP THREE

Add a cover page

Add a cover page with a message. The recipient, your number, the date and the page count are filled in for you. Every field is optional. The cover counts as one page.

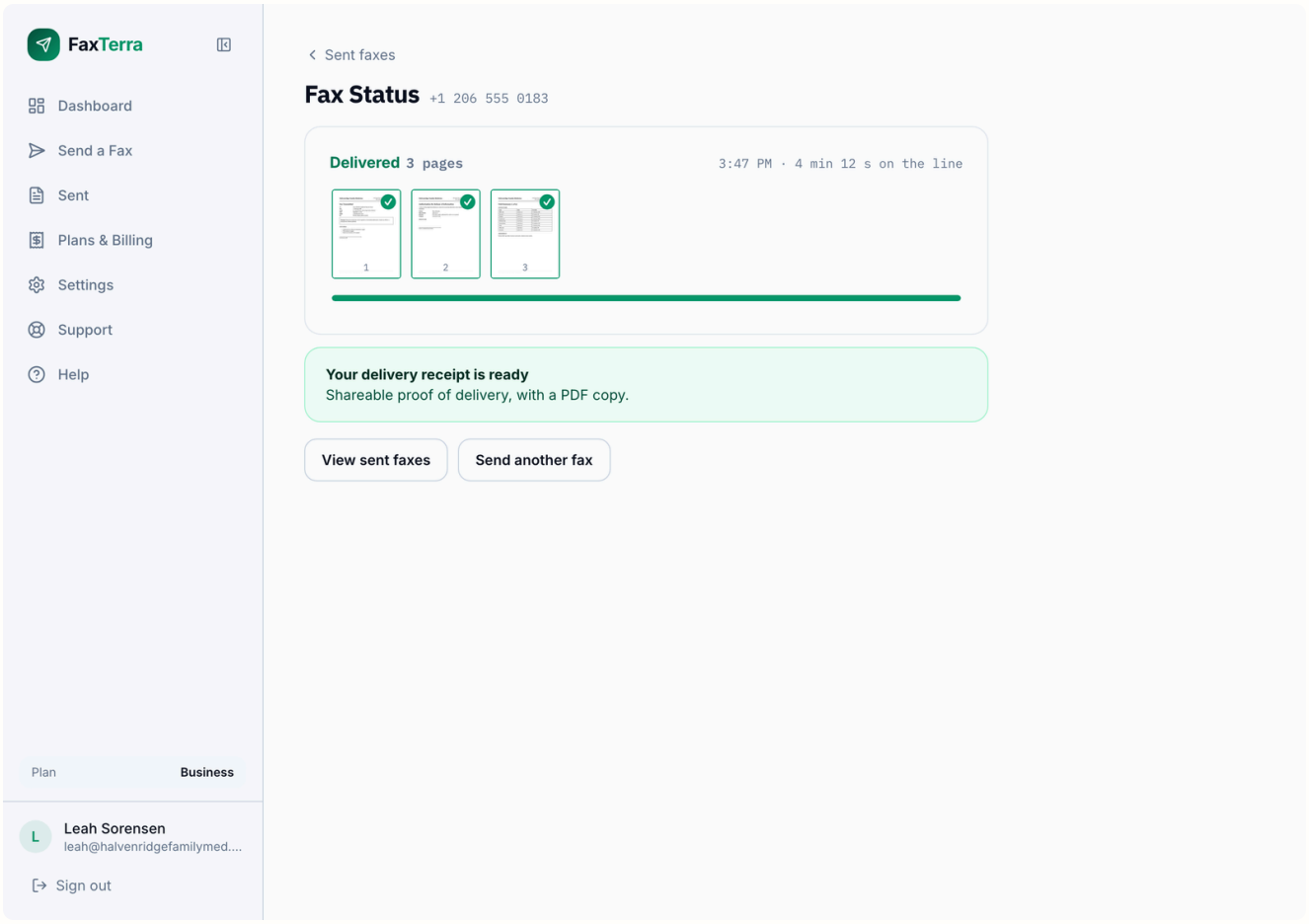


Every field is optional.

STEP FOUR

Track delivery

Track your fax to delivery in real time. You will receive a delivery confirmation email with a shareable receipt.

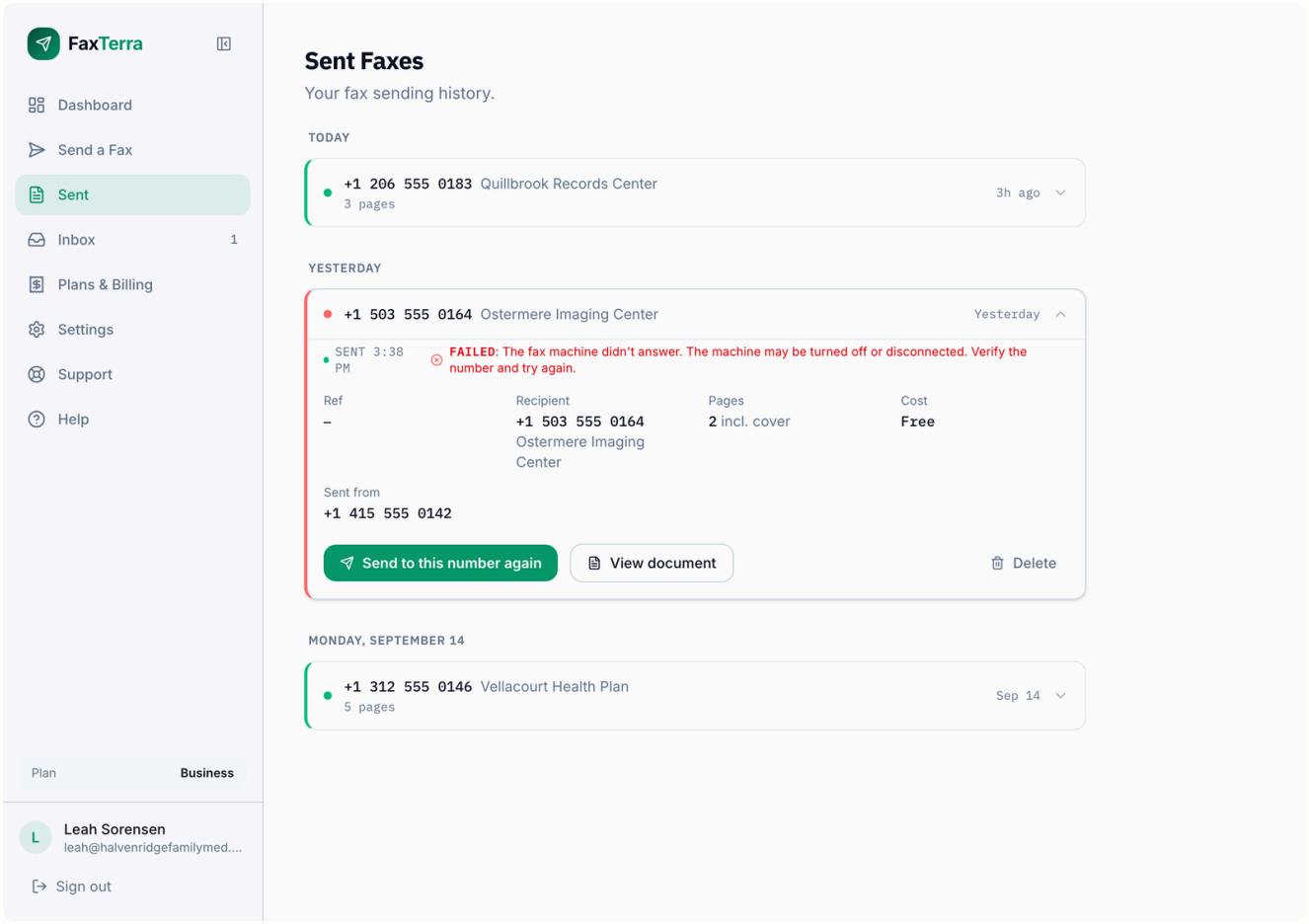


Delivered, with page count and call duration.

STEP FIVE

Review sent faxes

Your sent history keeps every fax with its status, page count and time sent. A failure notice says why a fax did not go through. Busy or unanswered numbers are retried automatically at no charge.

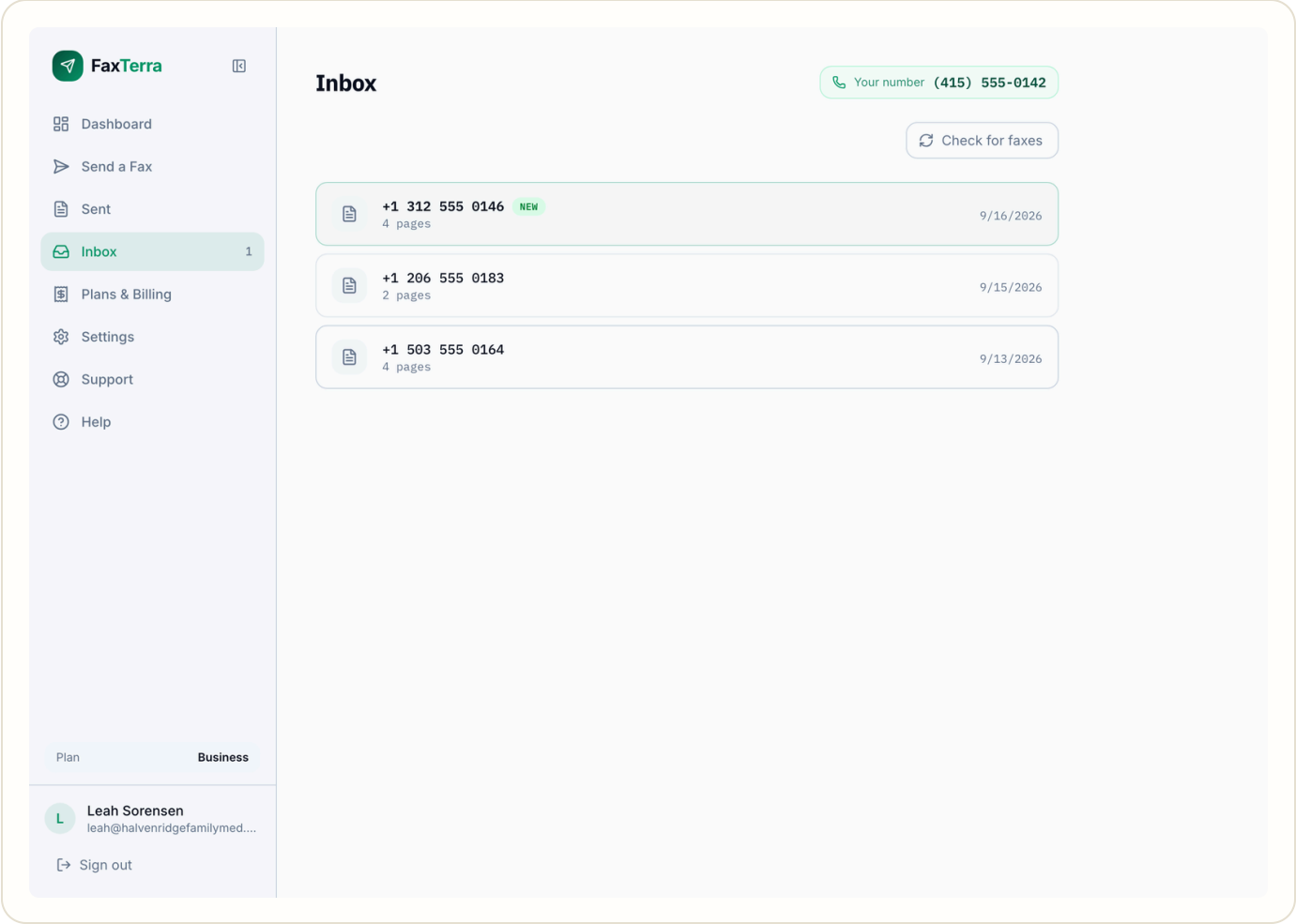


The failure notice says why.

STEP SIX

Get your own number

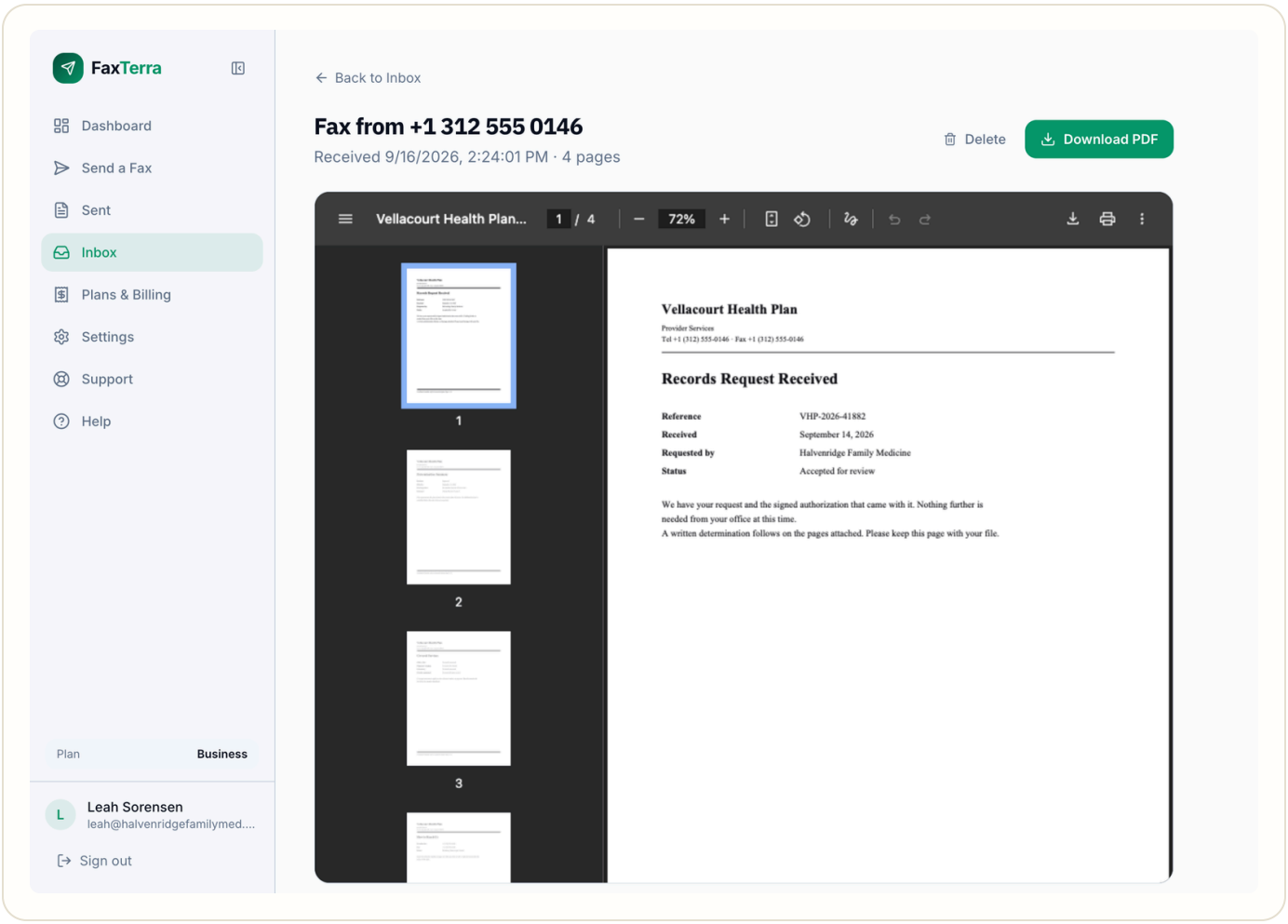
Every plan includes your own fax number. Incoming faxes arrive in a shared inbox, with an email to the account owner and a push notification in the app.



STEP SEVEN

View received faxes

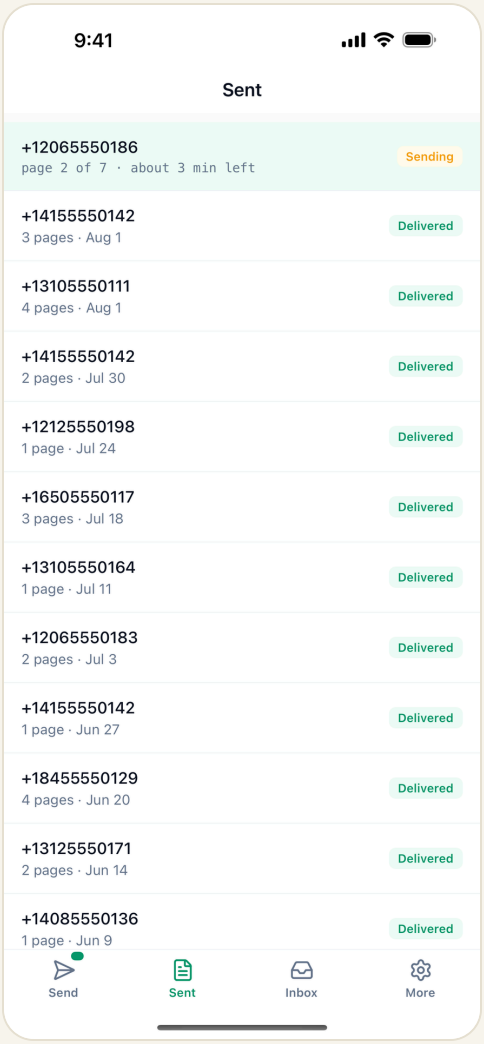
View received faxes online and download them as PDFs.



STEP EIGHT

Use the app

The iPhone and Android apps use the same account as the website. Fax a paper form by photographing it with your phone.



WHAT IT COSTS

Plans at a glance

Send 10 pages a month free. Subscribe to receive faxes at your own number. Compare plans and add-ons at faxterra.com/pricing.

PLAN	MONTHLY	YEARLY	PAGES A MONTH	FAX NUMBER
Free	Free	Free	10	Not included
Starter	$4.99	$49.99	50	Your own number
Business	$9.99	$99.99	200	Your own number
Pro	$29.99	$299.99	1,000	Your own number

Every plan's pages include the 10 free ones. Received pages draw on the same monthly allowance as sent pages. For extra sending, buy a pack of pages: packs never expire, cover sending only, and work with or without a plan. Every plan adds your whole office at no extra cost.

Retention

Faxes you receive	Kept 90 days on Free and Starter, 1 year on Business and Pro.
Documents you send	Kept 30 days on Free and Starter. Business and Pro choose how long, up to 2 years or indefinitely.
The record itself	Recipient, status, timestamps and your delivery receipt stay in your history after the document is removed.

Start at faxterra.com

Your first 10 pages are free every month. Questions: support@faxterra.com.

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