

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

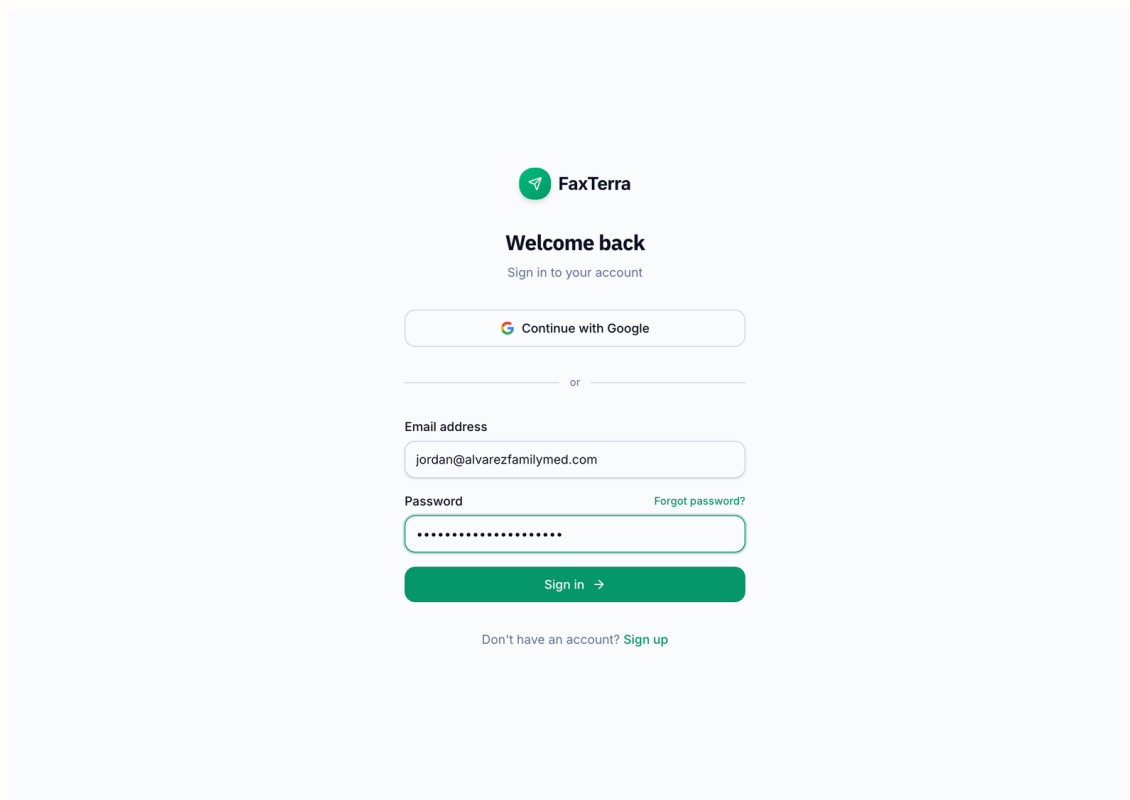
Use FaxTerra at faxterra.com or in the iPhone and Android apps: faxterra.com/app.



STEP ONE

Sign in

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



The screenshot shows the FaxTerra sign-in interface. At the top is the FaxTerra logo. Below it is the heading "Welcome back" followed by the text "Sign in to your account". There are three main sign-in options: "Continue with Google" (with a Google logo), "or", and a form for email and password. The email field contains "jordan@alvarezfamilymed.com". The password field is masked with dots. To the right of the password field is a link "Forgot password?". Below the form is a green "Sign in →" button. At the bottom, there is a link "Don't have an account? Sign up".

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.



Dashboard
Send a Fax
Sent
Inbox 1
Plans & Billing
Settings
Support
Help

Plan
Business

J Jordan Alvarez
jordan@alvarezfamilymed.com
Sign out

Send a Fax

Sent from your number (415) 555-0142

Fax to
+1 206 555 0183



Upload file
PDF, JPG, PNG, HEIC, TIFF, GIF, BMP, WebP



Scan from phone



Cover page on

FACSIMILE COVER PAGE

To: Bay Records Center
Fax: +1 206 555 0183
From: Jordan Alvarez
Email: jordan@alvarezfamilymed.com
Reply fax: +1 415 555 0142
Date: September 15, 2026
Pages: 3 (including cover)

Message:
Signed authorization for the records transfer we discussed. Please confirm receipt.

To reply, fax the number above.

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Using 3 of 192 available pages · Included
By clicking Send, you confirm you have permission to fax this recipient (TCPA). See [Terms](#).



What you see here is what the recipient gets.

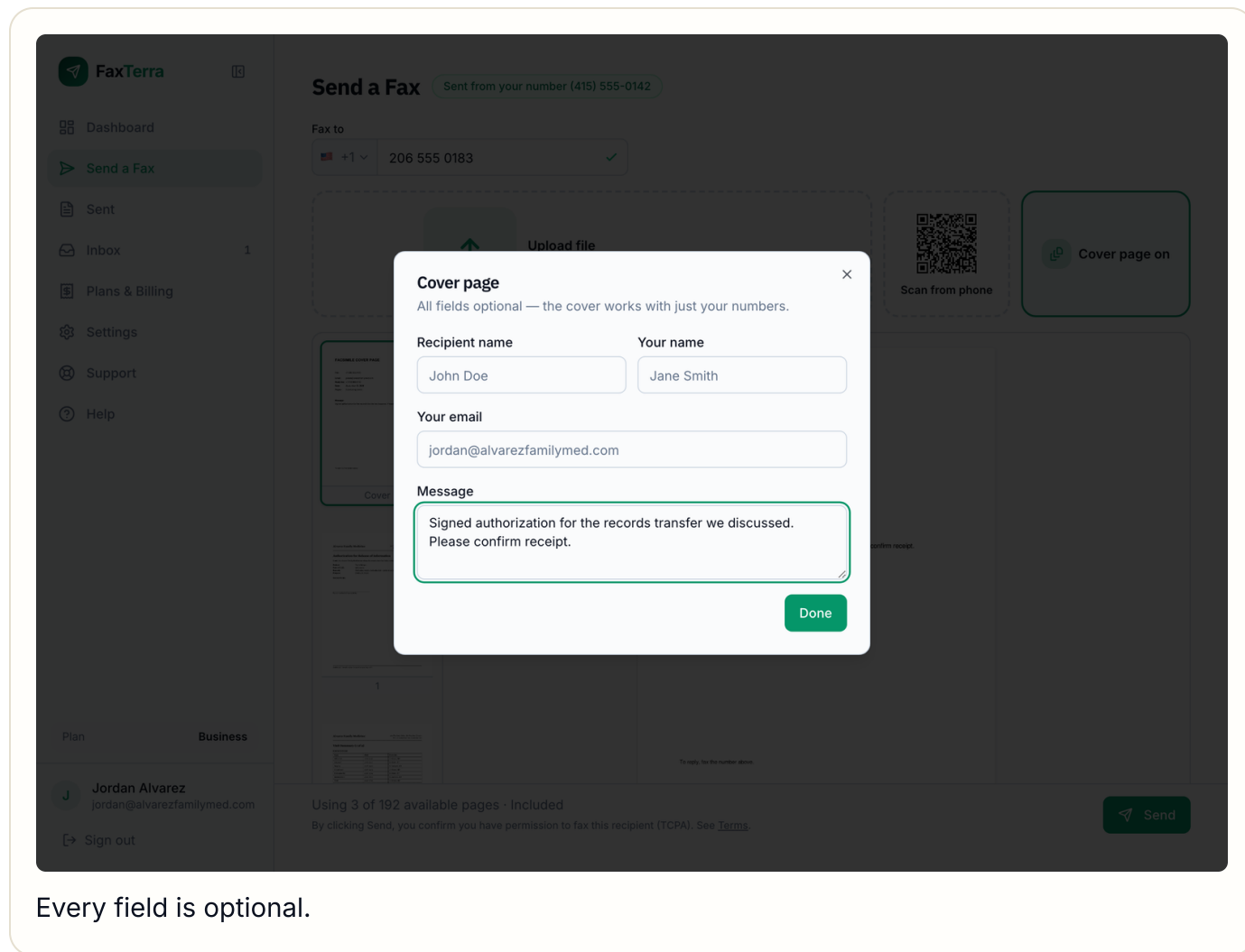
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STEP THREE

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.



The screenshot shows the FaxTerra 'Send a Fax' interface. A modal titled 'Cover page' is open, allowing users to add a cover page to their fax. The modal contains the following fields:

- Recipient name:** John Doe
- Your name:** Jane Smith
- Your email:** jordan@alvarezfamilymed.com
- Message:** Signed authorization for the records transfer we discussed. Please confirm receipt.

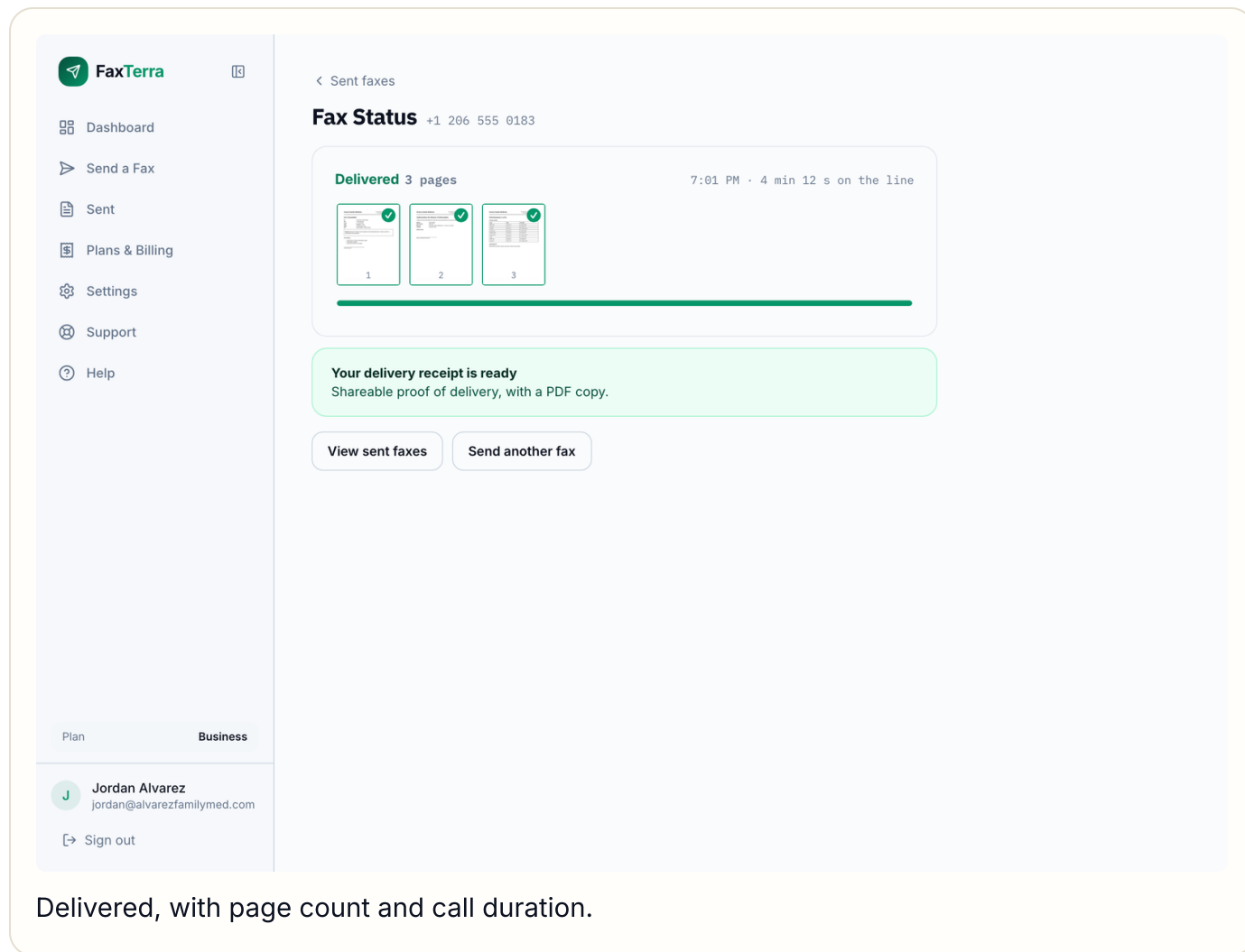
A 'Done' button is located at the bottom right of the modal. The background interface shows the 'Send a Fax' page with a 'Fax to' field containing '+1 206 555 0183' and a 'Send' button at the bottom right. The user's profile 'Jordan Alvarez' is visible in the bottom left corner.

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.



The screenshot displays the FaxTerra user interface. On the left is a sidebar with navigation links: Dashboard, Send a Fax, Sent, Plans & Billing, Settings, Support, and Help. Below these links, the user's plan is shown as 'Business'. At the bottom of the sidebar is the user's profile for Jordan Alvarez, with the email jordan@alvarezfamilymed.com and a 'Sign out' button. The main content area is titled '< Sent faxes' and shows the 'Fax Status' for the number +1 206 555 0183. The status is 'Delivered 3 pages' with a timestamp of '7:01 PM · 4 min 12 s on the line'. Three thumbnail images of the fax pages are shown, each with a green checkmark. Below the thumbnails is a green banner stating 'Your delivery receipt is ready' and 'Shareable proof of delivery, with a PDF copy.' At the bottom of the main area are two buttons: 'View sent faxes' and 'Send another fax'.

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.



Dashboard
Send a Fax
Sent
Inbox 1
Plans & Billing
Settings
Support
Help

Plan
Business

J Jordan Alvarez
jordan@alvarezfamilymed.com
Sign out

Sent Faxes

Your fax sending history.

TODAY



+1 206 555 0183 Bay Records Center
3 pages

3h ago

YESTERDAY



+1 503 555 0164 Coastal Imaging Center
The fax machine didn't answer. The machine may be turned off or disconnected. Verify the number and t...

Yesterday

SENT 6:54 PM


FAILED: The fax machine didn't answer. The machine may be turned off or disconnected. Verify the number and try again.

Ref	Recipient	Pages	Cost
-	+1 503 555 0164 Coastal Imaging Center	2 incl. cover	Free

Sent from
+1 415 555 0142

Send to this number again
View document
Delete

SUNDAY, SEPTEMBER 13



+1 312 555 0146 Meridian Health Plan
5 pages

Sep 13

The failure notice says why.

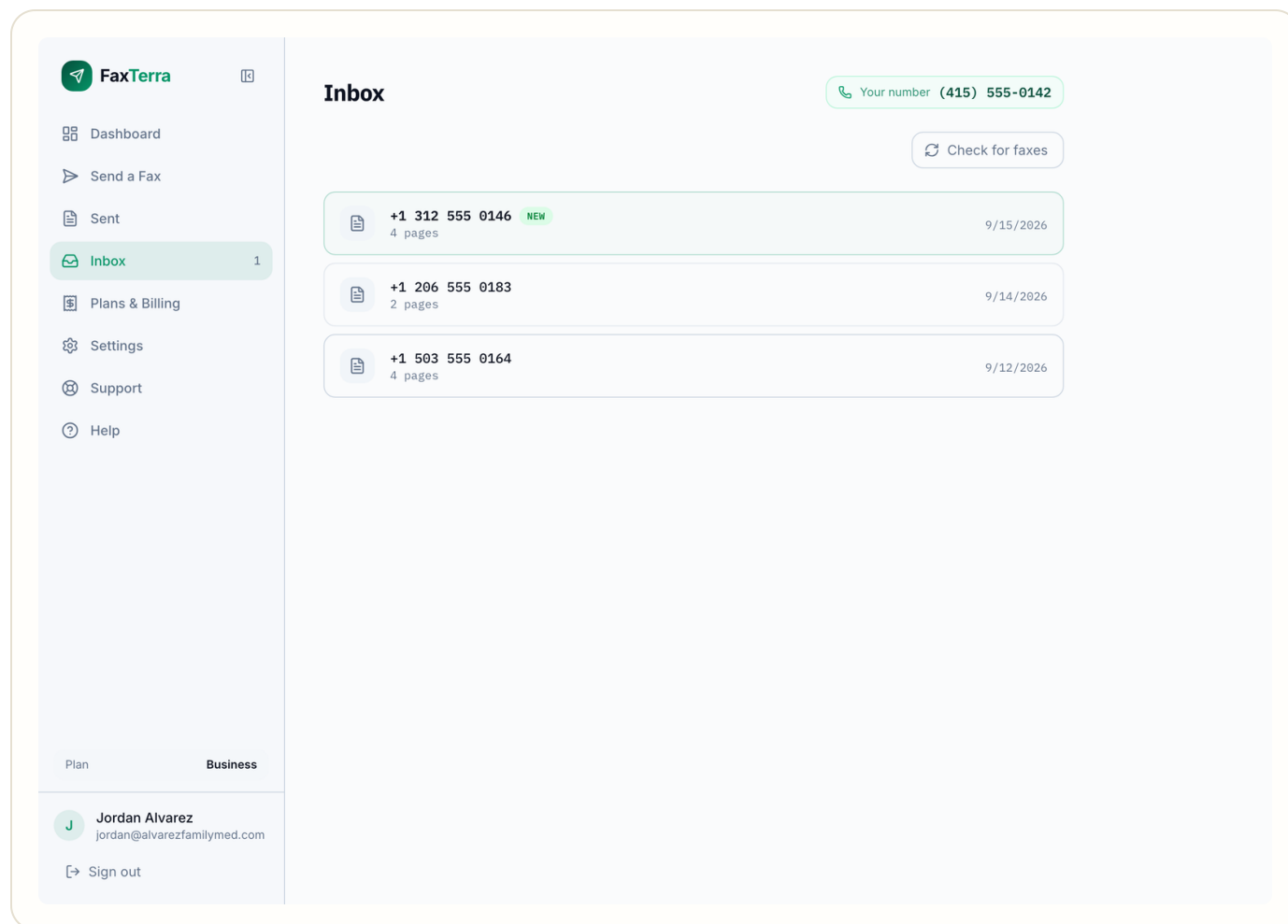
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STEP SIX

Get your own number

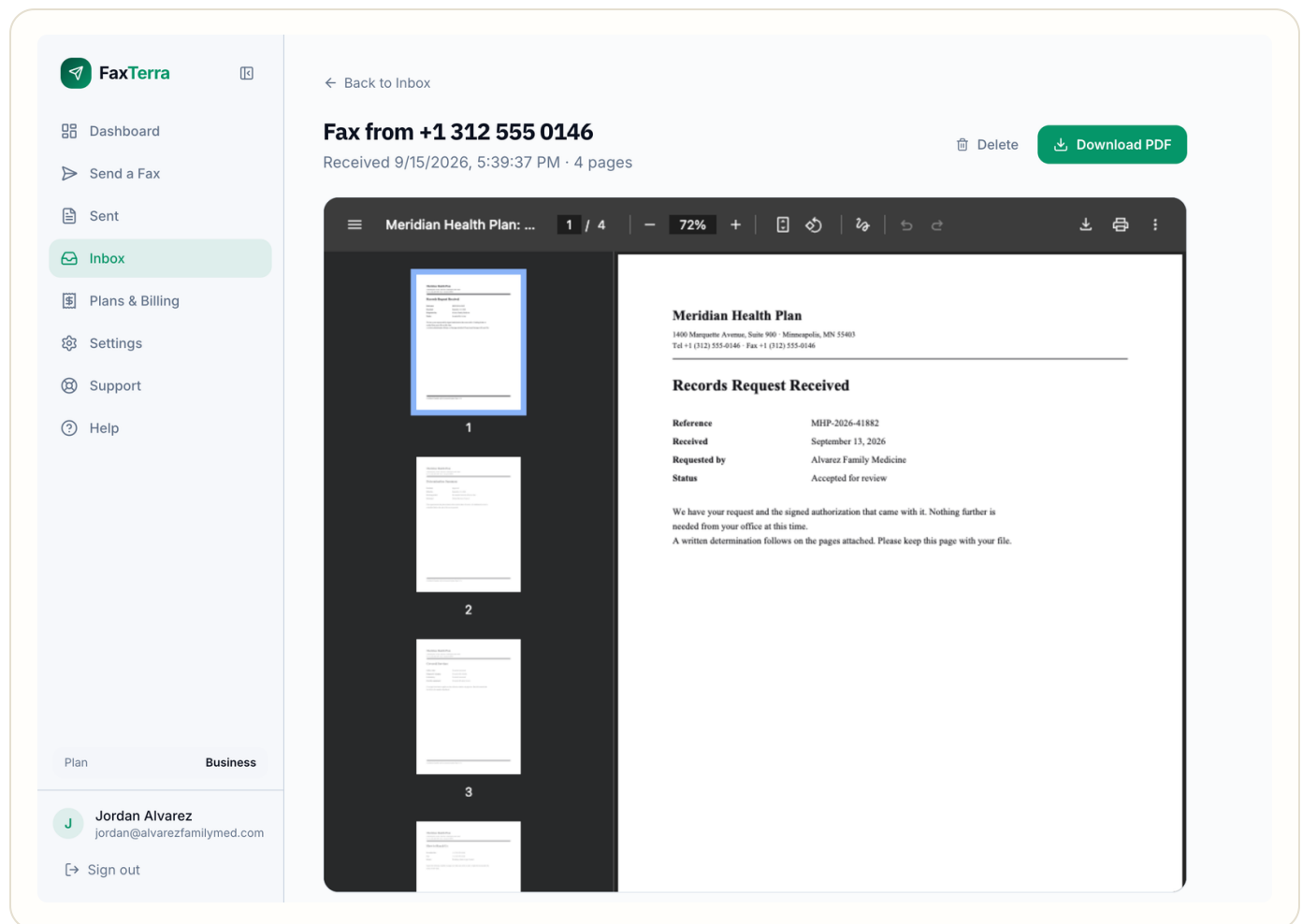
Every plan includes your own fax number. Incoming faxes arrive in a shared inbox, with an email to the account owner and a push notification in the app.



STEP SEVEN

View received faxes

View received faxes online and download them as PDFs.

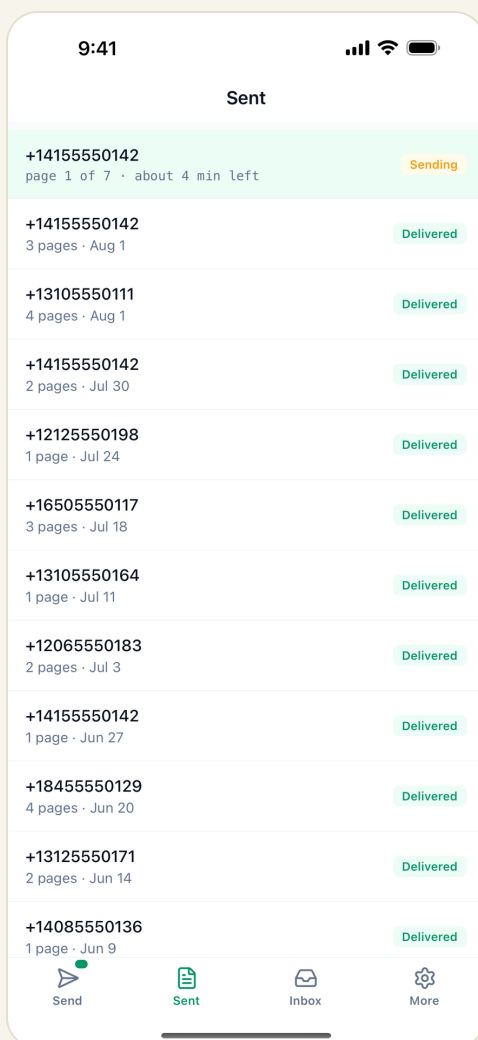


The screenshot displays the FaxTerra web interface. On the left is a sidebar with navigation links: Dashboard, Send a Fax, Sent, **Inbox** (highlighted), Plans & Billing, Settings, Support, and Help. At the bottom of the sidebar, the user's profile is shown as Jordan Alvarez (jordan@alvarezfamilymed.com) with a Sign out button. The main content area shows a received fax titled "Fax from +1 312 555 0146", received on 9/15/2026 at 5:39:37 PM, consisting of 4 pages. There are "Back to Inbox", "Delete", and "Download PDF" buttons. The fax content is displayed in a viewer showing three thumbnails on the left and a large preview of the first page on the right. The previewed page is a "Records Request Received" form from Meridian Health Plan, dated September 13, 2026, requested by Alvarez Family Medicine, and accepted for review. The form includes a reference number MHP-2026-41882 and a note about the signed authorization.

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	\$299.00	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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