

How do I order the Virtual Fax Service?

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VOIPo provides a virtual fax service for customers who wish to have a fax line. To order this service please do the following from your vPanel Account Management Tool ([account.voipo.com](https://voipo.com)):

- 1) Click on Features
- 2) Go to Fax - Incoming in the navigation bar on the left
- 3) Select "Local Fax Number" in the drop down menu "Phone Number Type"
- 4) Choose the City / State you would like the number within
- 5) Select the phone number (To Be Assigned will be issued by the system within a few hours)
- 6) Next menu choose a plan duration (\$4.95/Monthly or \$36.00/Annually)
- 7) Click Order to complete the process and bill the credit card on file

The Virtual Fax Service is a fax to E-Mail service. When a caller sends a fax to the fax number provided by VOIPo, it will in turn convert the fax to a .pdf file and send it to a destination E-Mail address that is interchangeable from the Fax section of the vPanel.

We also offer Fax to Email as an option with our Cloud plans.