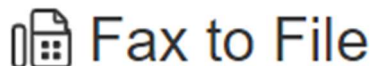


Fax to File

This tool allows users who do not have access to a scanner to use a fax machine in order to get physical documents into a digital format.

1. To start, click the **Fax to File** link on the top menu of the screen.
2. Then click the **Request a Fax #** button and you will be presented with a toll-free fax number
3. You have this number for 20 minutes.
4. Fax your document to the number provided.
5. Send a separate fax for each document and do not include a cover sheet.
6. All faxed documents will be automatically converted to .pdf format.
7. You have 20 minutes to fax your documents before the number expires.
8. After you have faxed each separate document click the Finished Faxing button to see your list of files.
9. Download your converted documents to your computer and save them.
10. Upload the documents to the appropriate questions on the online form.



Request a Fax #

i Welcome to the Fax to File tool.

The purpose of this tool is to help you convert documents from hard copy format to digital format so that they may be uploaded in any of the forms through the application process.

How To Use The Tool:

1. To start, click the **"Request a Fax #"** button above and you will be presented with a toll-free fax number. Once you have a fax number, you will have 20 minutes to fax needed documents for conversion.
2. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format.
3. Click the **"Finished Faxing"** button to see your list of files
4. Converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process