Email to Fax Send Encryption Instructions-SSL Digital Email Certificate

Using GoFax Email to Fax send, a secure fax service is available using encryption via a SSL digital email certificate, otherwise known as Public Key Infrastructure (PKI) Encryption, providing a secure connection between each senders' email/computer to GoFax. Please Note, the fax transmission from GoFax servers to the recipients' fax machine cannot be encrypted.

The instructions are provided as general and may vary depending on the browser utilised. Instructions as based on using Microsoft™ Internet Explorer. The recommended encryption enabling site is provided for customer's convenience and GoFax will take no responsibility for any issues experienced. Please contact the encryption site owner for troubleshooting requirements.

How to setup GoFax Fax Send encryption using a digital email certificate:

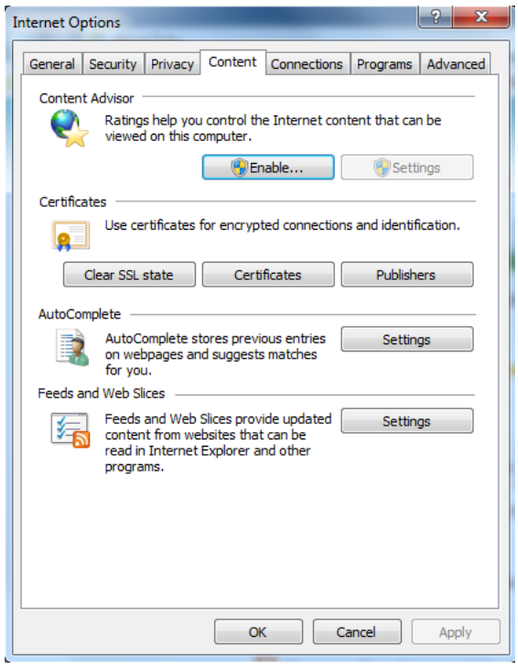
1. **Contact GoFax to enable encryption on your account**
   Email support@gofax.com.au and request that 'Send Encryption' be activated on your account. You will receive a confirmation email once the encryption setting has been activated.

2. **Set up a digital encryption certificate for each email**
   To download and setup a free Digital Encryption Certificate, an option is listed below, alternatively there are many other providers available.

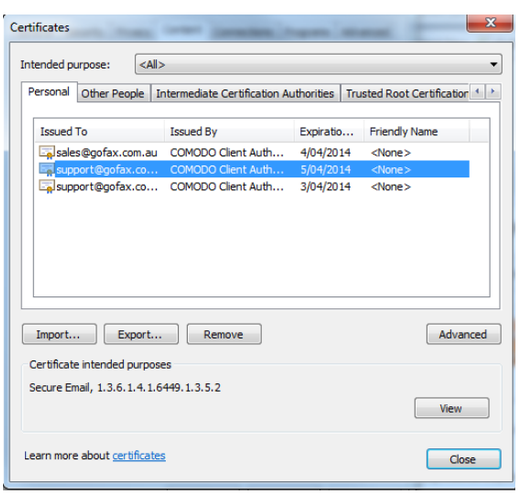
   http://www.instantssl.com/ssl-certificate-products/free-email-certificate.html
   Follow the instructions provided by your 'Digital Certificate' issuer to obtain and install your certificate for each individual email address which is required to send encrypted faxes. Once the download is successful, please proceed with the following steps.

3. **Export and upload your email certificate to GoFax**

   Go to your Internet Options and select the 'Content' tab, and then select 'Certificates' button.



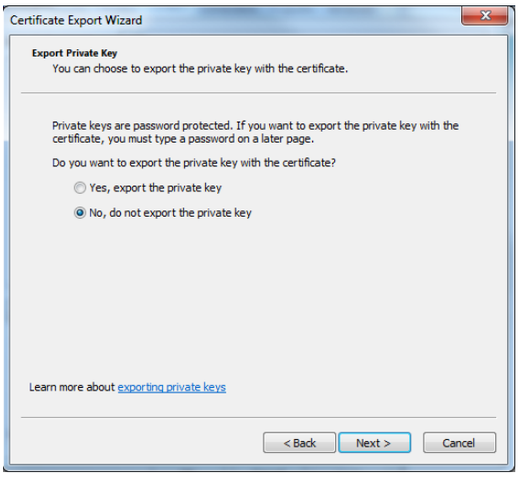
Highlight the new certificate you have created and click 'Export'.



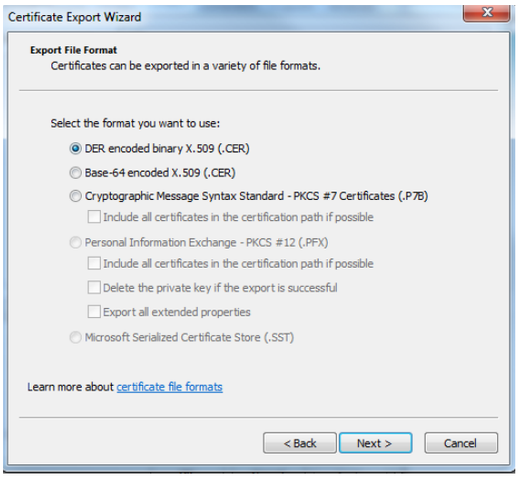
The 'Certificate Export Wizard' will guide you through the process of exporting the certificate. Click 'Next'.



Ensure the 'No, do not export the private key' is selected and click 'Next'.

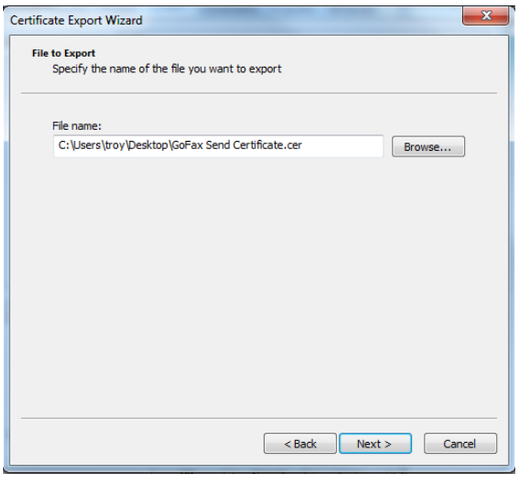


Ensure the 'DER encoded binary x.509 (.CER)' is selected and click 'Next'.

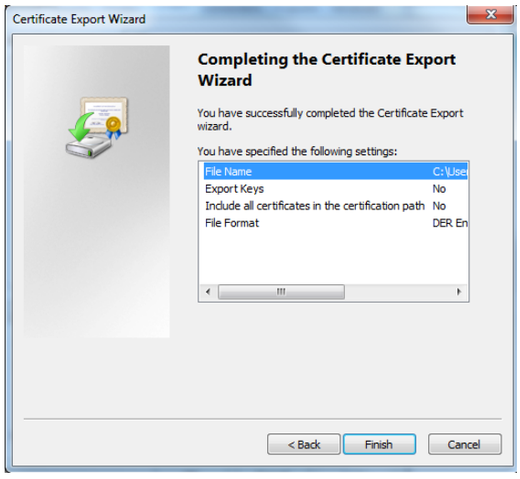


Create a file name for the certificate. Click 'Browse' to select an area on your computer to store the

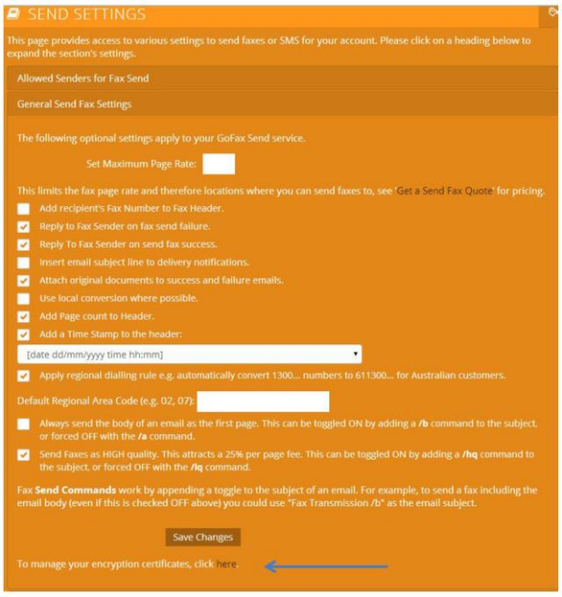
Certificate file, name the file and click 'Save' then 'Next'.



Click ‘Finish’ to complete the export process.



- Log in to your GoFax account and from the left menu select ‘Manage Send Settings’, then 'General Send Fax Settings'.
- Select the option ‘To manage your encryption certificates click here’, then upload the certificate by clicking ‘Browse’ and find the certificate file that you saved to your computer previously and then click ‘Send’.



- You can opt to receive a confirmation email advising that the encryption certificate has been accepted by GoFax. You can now test to ensure the encryption is activated.

4. **Send a test to ensure encryption is applied**
    - To send a secure encrypted fax, in the To: email address field is **fax@secure.gofax.com.au**
    - In the subject line add the following syntax: /number <faxnumber> , e.g. /number 0388889998
    - Add the document to fax as an attachment
    - Send the email

Please contact GoFax for any assistance with applying your digital certificate.

Secure faxing is also available via TLS connection or via API connection using https calls. View all secure online faxoptions available at GoFax. View the GoFax API, for complete range of https calls available and sample code.
Fax to Email Encryption is also available on GoFax to secure contents contained within received faxes.