

HelloFax Tutorial

This tutorial will cover the basics of a CFSI “Fax Blast” that is used during the course of an active CFSI missing child case.

The importance of the Fax Blast is to reach a wider audience, especially that audience that would not otherwise receive information about a missing child. Fax Blasts should be done as soon as the initial CFSI missing child flyer is released.

Please refer to the list below on where flyers should be faxed:

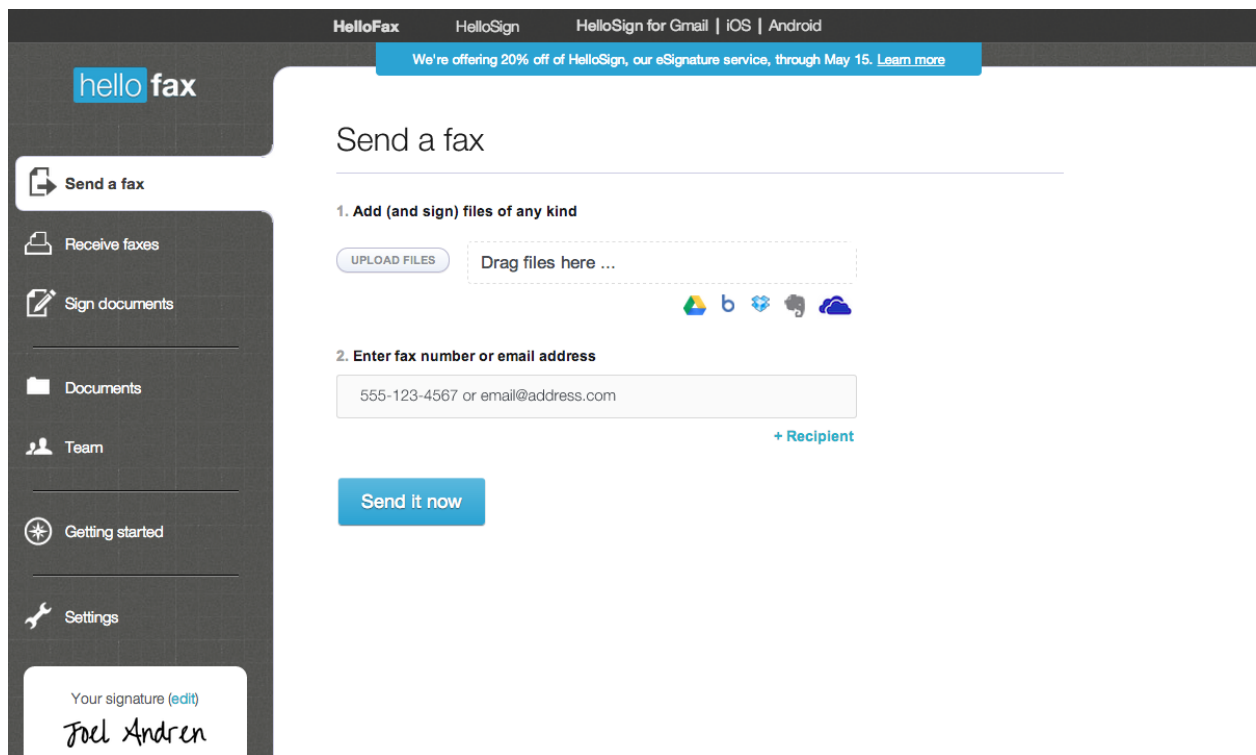
- Truck Stops
- Motels
- Shopping Malls
- Hospitals
- Local Law Enforcement
- Planned Parenthood
- Parks
- Campsites
- Harley Davidson dealerships
- Hostels
- Homeless shelters
- Mass transit systems

How-to-Guide

To get free fax pages:

1. Open the internet using Google Chrome as the web browser.
2. Go to chrome.google.com/webstore
3. Locate “HelloFax 50 Free Pages” in webstore.
4. Click “Launch App”.
5. Login with your gmail account.

*You will receive 50 free fax pages per month, per gmail account that you register using the above steps.



1. Log in to your registered gmail account using Google Chrome and choose HelloFax from your apps.
2. Select “Send a Fax”.
3. Upload or drag-and-drop your files. You will see a thumbnail of the file you are faxing when the upload is complete.
4. Enter the fax number as: “XXX-XXX-XXXX”. If, after you enter the fax number, the system shows that you are faxing out of the country, please select “United States” to the right of the fax number. Press “Tab”.
5. You have the option of adding a “Cover Page” or “+Recipient,” if you wish to fax to multiple recipients.

6. Click "Send it now".