Provincial Health Services Authority
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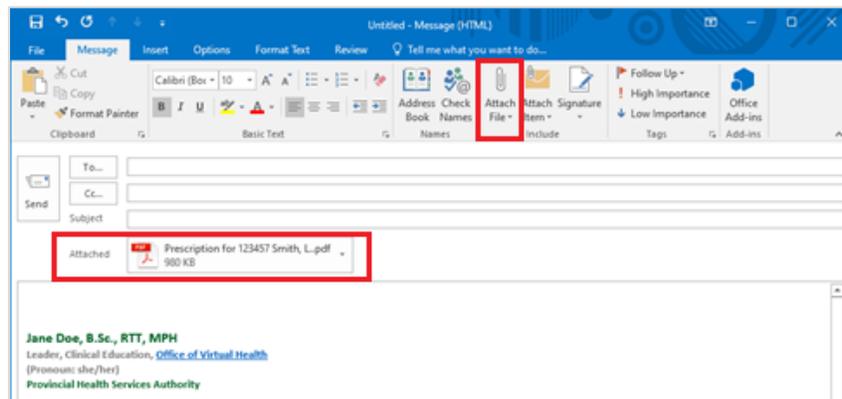**Office of Virtual Health**
Connecting for health

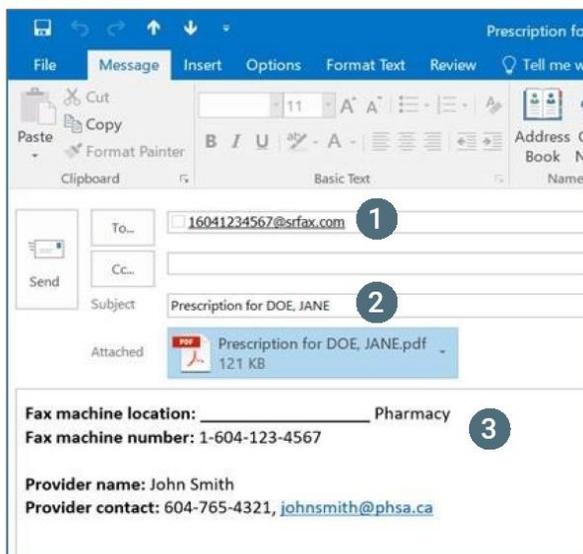# SRFax on a laptop or desktop device

Requirements

- An SRFax account
- Access to a health authority (HA) issued email
- Wi-Fi/data enabled laptop or desktop device

Sending an electronic fax

1. Open your HA mail application (i.e. Outlook) and open a new email.

2. Attach the desired PDF document.

3. Use the following information for your email:

① [1+Area code + Fax number]@srfax.com

② [Document name] for [LAST NAME, FIRST NAME]

③ Fax machine location name and fax number, your name, and your contact information.

> **Note** that the '**To**', '**Subject**' and **body** of the email will become the **fax cover sheet** with a confidentiality disclaimer.

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4. Send the email.

> 📍 *If your fax was not sent successfully, you will receive an email from SRFax within five - ten minutes. Try again, or contact VirtualHealthTechnicalSupport@phsa.ca for assistance.*

5. Delete the email with the attached document from your **Sent Items** and **Deleted Items** to avoid potential privacy breaches.
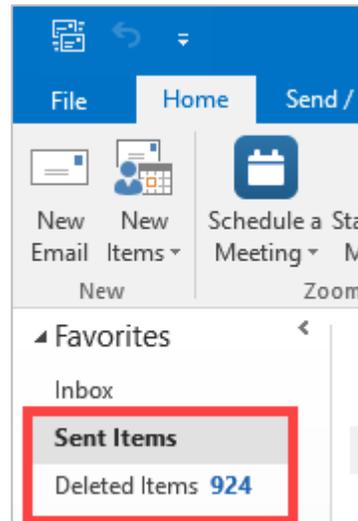
6. Follow your clinical program guidelines on proper storage of the clinical document.