# How to Renew or subscribe for your 011 Fax Number

In order to process a purchase and payment you will first need to be logged in to your registered Fax2email account.

❖ **Follow the steps below to renew or subscribe for your 011 fax number**



1. **Enter your login Passport and Password in required field and click on Login**



2. **Please wait for next screen to load.**

3. **This screen will display your current wallet balance.**

4. **To load additional funds into your wallet to renew your 011 fax2email number click on New or Renew 011 number**

5. **On the next screen please complete or update your billing information as this is the information that will be displayed on your Tax invoice. This information cannot be changed once the invoice has been created. When you are satisfied with the details and the Total amount click on Save & Continue.**

**Amount to be paid is R627.00** ( R550.00 + 14% = R627.00).

**Please make sure the below details are correct and complete**
(will be used on your tax invoice)

First Name :
Last Name :
Address Line 1 :
Address Line 2 :
City :
State :
Country :
Zip Code :
Company Name :
VAT Num :

Save & continue

6. **Please select your preferred payment method :**

**Amount to be paid is R627.00** ( R550.00 + 14% = R627.00).
**Please select your method of payment below.**

**Generate an invoice.**
Generate invoice
This method of payment will allocate your funds to your account on .he next business day after the funds show with the correct FX number on our bank statement.

**Online payment using PayFast.**
Enter PayFast
This method of payment is near instant and the funds are allocated as soon as the PayFast payment process is completed.

**Online payment using your wallet.**
Allocate/renew number
This method instantly allocates/renew a geographic (011) number to your account and will deduct R 550.00 from your wallet.

**Either Generate a Tax Invoice or select payment through Payfast.**

**First option:** Generate tax invoice will provide you with a tax invoice containing our bank details and a unique FX Reference number. When using this option you will need to do a manual EFT or direct bank deposit. These payments will only be allocated to your account during the next business day after the payment reflects in our bank account.

**Second option:** The Payfast Instant EFT service is connected to all the major South African banks. You will be redirected through Payfast to your normal online banking site and back again. All Payfast payments will reflect in your wallet immediately.

**(For more information on Payfast please visit the link below)**

**https://www.payfast.co.za/b/std/what-is-payfast**

7. **Once the payment has been completed and the funds reflect in your wallet you are ready for the final step. You can now use the funds in your wallet to renew or subscribe for your 011 Fax Number.**

8. **Verify the amount in your wallet is R550 then click on New or renew 011 number**

Your wallet(Email2fax) balance is → R 550     Load more funds

Fax2mail number is     2711507 → New or renew 011 number

Number status     None(2013-10-24 09:49:52)

Total minutes generated

Name

Surname

Email(Main)

Must contain only one valid email address (Can't be empty)

Save Changes

9. **Click on continue to display the next screen**

**Amount to be paid is R627.00 ( R550.00 + 14% = R627.00).**

**Please make sure the below details are correct and complete**
(will be used on your tax invoice)

First Name :

Last Name :

Address Line 1 :

Address Line 2 :

City :

State :

Country :

Zip Code :

Company Name :

VAT Num :

Save & continue ←

10. **Click on Allocate/Renew Number which will then renew or activate your 011 fax number and extend your subscription with one year.**

Amount to be paid is **R627.00** ( R550.00 + 14% = R627.00).
Please select your method of payment below.

**Generate an invoice.**

Generate invoice

This method of payment will allocate your funds to your account on the next business day after the funds show with the correct FX number on our bank statement.

**Online payment using PayFast.**

Enter PayFast

This method of payment is near instant and the funds are allocated as soon as the PayFast payment process is completed.

**Online payment using your wallet.**

→ Allocate/renew number

This method instantly allocates/renew a geographic (011) number to your account and will deduct R 550.00 from your wallet.

**11. To check your number status and next expire date click on Account.**



**12. Your number status should now show Active with your next renewal date.**



**Please do not hesitate to contact us should you require any further assistance.**