Job Submission

1. **Log in:**

   A. Call our toll-free number at **(877) AMFAX-ENS** (877-263-2936). Outside the U.S., dial (732) 380-3705. You will hear a greeting.

   B. Enter your User Number followed by the # key.

   C. Enter your password followed by the # key.

   D. The system will verify your login.

2. **Select your list:**

   A. Enter the list number followed by the # key.

   B. The system will check to ensure that the list exists and will read back your list number. Press 1 to confirm or # to re-enter.

   C. Press 1 to enter another list, 2 to enter a phone number, or 3 to proceed to step 3.

   D. If you chose 2, enter the phone number followed by the # key, followed by extension, again followed by the # key. If you don't have an extension, simply press the # key twice after the phone number. The system will repeat steps **B** and **C**.

3. **Record your message:**

   A. Speak immediately to record your message.

   B. Press the # key when you are finished.

   C. Press 1 to listen to the message. The system will play it back, followed by the message length. To stop the playback at any time, press 1.

   D. Press 2 to re-record or 3 to submit the job.

4. **Confirm job details:**

   A. Once the job is submitted, the system will play back your job number.

   B. Press * to replay the job number. Or, press 1 to start another job.

Thank you for choosing Amfax ENS!