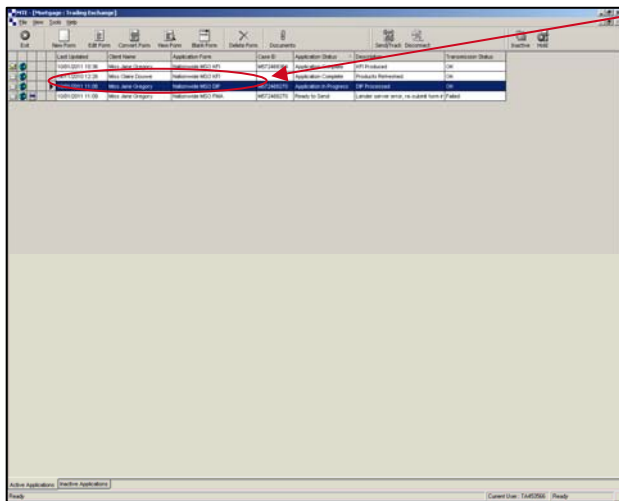


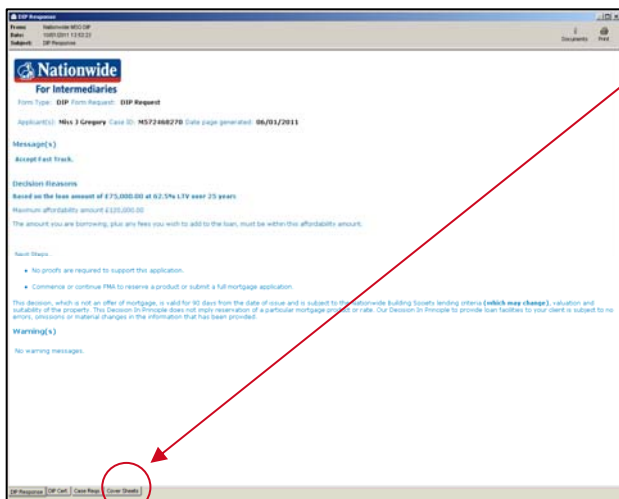
Faxing Documents



MTE gives you the ability to fax 'Case requirements' for the case you are working on.

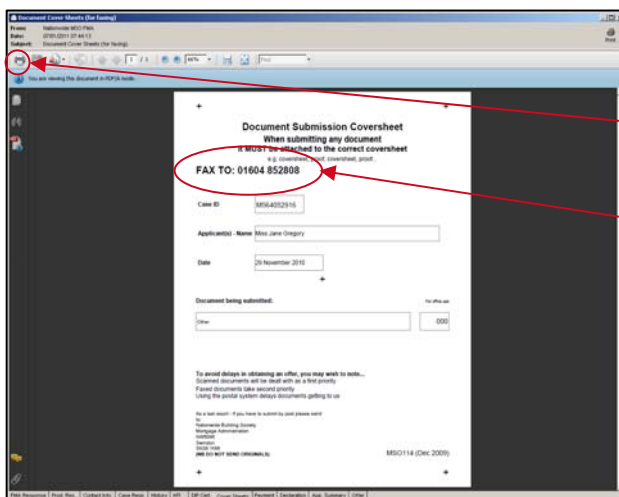


Double-click on the form for which the 'Case Requirements' refer to.



The 'Page Response' will be displayed in a new window.

Click on the 'Cover Sheets' tab.



There will be one coversheet for each 'Case Requirement' requested.

Scroll down until you find the one you need and print.

The Fax Coversheet will be pre-populated with the case details.

Fax the coversheet and the document to the fax number on the form.

Note: Please ensure you place the correct Fax Coversheet on top of the relevant 'Case Requirement' you are faxing through.