

Send Confidential/Personal Information to JobStart by Secure Fax

General Guideline

1. Please make sure the receiver of the fax is expecting your document and is aware when the document will be faxed.
2. Put a cover letter on top of your document. The cover letter should have accurate information about to whom the fax is sent to, including at least full name, company/organization name, department, and subject.
3. Double-check the fax number before sending.
4. It is highly recommended to follow up with a phone call to confirm the receiver has received the document successfully.

Send Fax to JobStart Chauncey (416-253-2700) or Lakeshore (416-253-2727) Office

1. Prepare the document for transmission as usual, and then dial the fax number with the Telephone Handset off-hook (or with hand-free speaker), so you can listen to the tones generated by the remote fax machine when it answers.
2. After the connection is made, wait until the receive tone stops. As soon as the tone stops, enter the following: #08* from the keypad on the fax machine.
3. Listen carefully through the handset. If the tone is SOLID, press send to begin sending the document; if the tone is BROKEN, it means the remote fax machine is not ready and the line will be disconnected. In the case of disconnection, please try again.

Send Fax to JobStart Dufferin (416-253-2728) Office

Please send as usual, all the fax to Dufferin Office will be handled by a dedicated employee in a secure way.