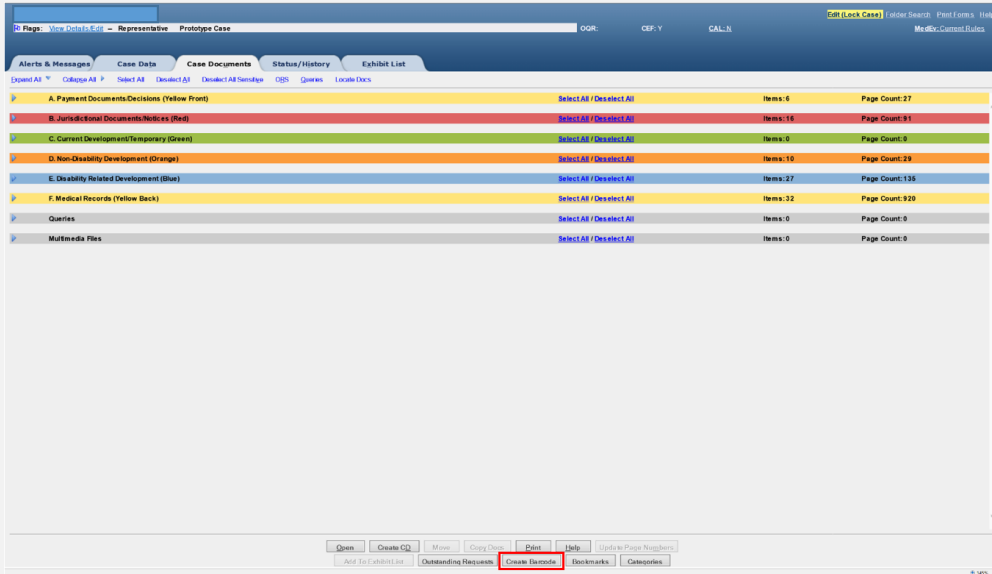


This guide provides instructions on how to fax documents into the Electronic Folder using Desktop Faxing.

Desktop Faxing Steps for submitting barcoded documents into CEF

- In EDCS/ eView click the “Create Barcode” button



- Search for the form (ex. SSA-831) and fill out the Note and Decision Date and Claim field as normal, and then hit Print.

Create Barcode

Search Commonly Used Forms | Search All Forms

Form name/description contains Form name begins with

Search term: 831 Search Reset

Form Name	Description	MDF Section
<input checked="" type="radio"/> 831	Disability Determination Transmittal	A. Payment Documents/Decisions (Yellow Front)
<input type="radio"/> RRB831	Railroad Board Decisional Documents	A. Payment Documents/Decisions (Yellow Front)

Form Specific Information

Note: ALJ Reversal

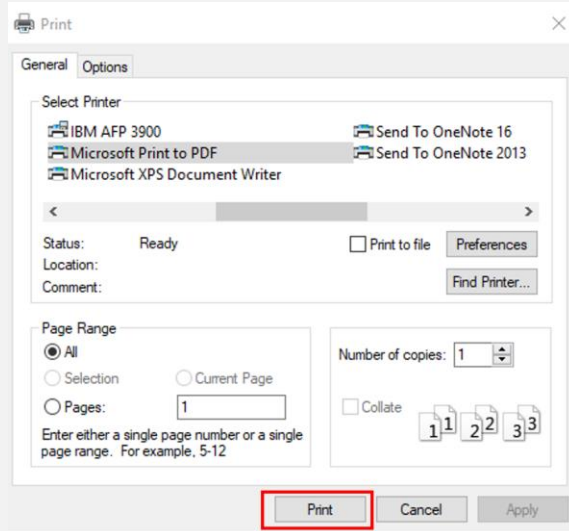
Decision Date: (MM/DD/YYYY): 03/27/2020

Undated

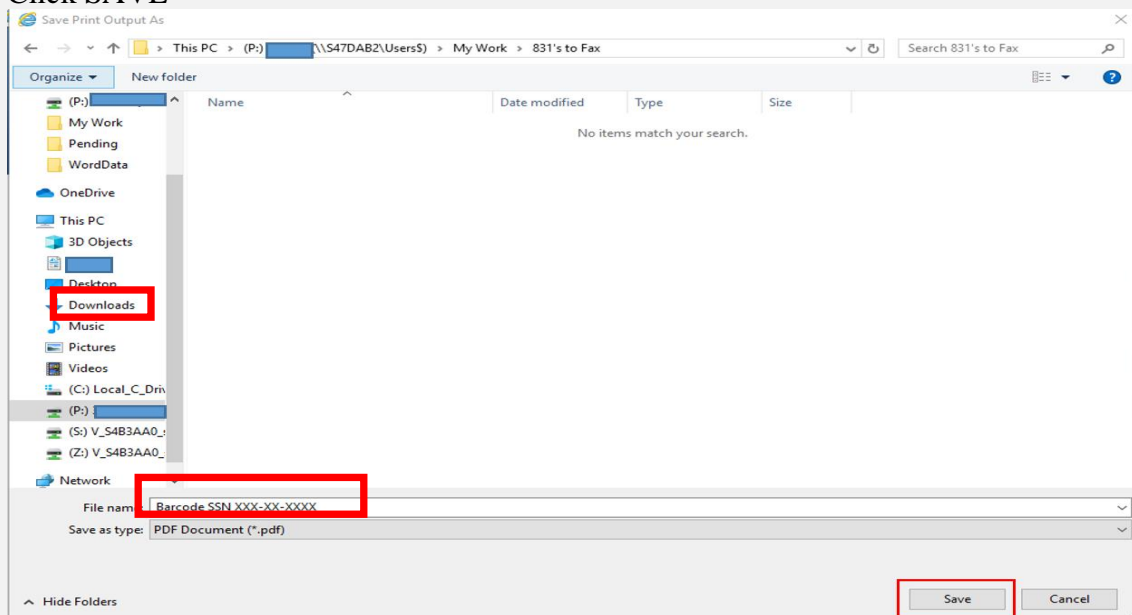
Claim: xxx-xx-xxxx DIB

Select next form | View selected forms | **Print** | Cancel | Help

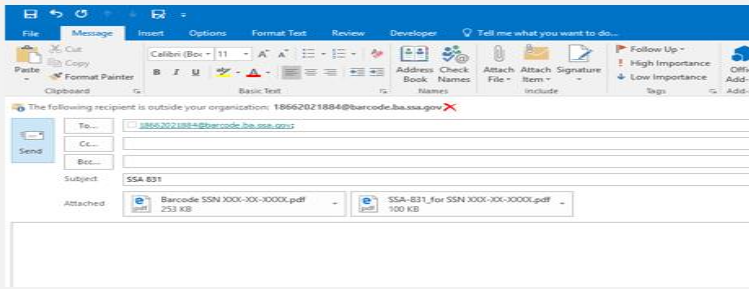
- Under “Select Printer,” choose “Microsoft Print to PDF” and then click on “Print.”
 - This will make a PDF file of the barcode.



- Select the DOWNLOADS FOLDER.
- Name the **PDF** file “Barcode SSN XXXXXXXXXX” (replace-X’s with the actual SSN).
- Click **SAVE**



- Open up a new email message
- Attach the newly saved barcode PDF to your new message 1st, then attach the document you wish to include with the barcode to the same email message.
 - *Note: the first attachment in the email MUST be the barcode PDF, followed by the designated document, as if you are faxing. (see the screenshot below for example).*



- In the “To” field of your email, enter the appropriate electronic repository telephone number followed by **@barcode.ba.ssa.gov**. ie.. 18662021884@barcode.ba.ssa.gov
 - Subject field put last name
 - Then send the email
 - After a few minutes, you should receive a confirmation email “Successful Fax Transmission to 18662021884 - Subject: last name.” It may take a few minutes for the document to show in eView/CFRMS.

REGIONAL CEF FAX NUMBERS		PC PAPERLESS	
Boston	1-866-427-8656	PC 1 NEPSC	1-877-385-0640
New York	1-866-202-1884	PC 2 MATPSC	1-877-385-0644
Philadelphia	1-866-427-8515	PC 3 MATPSC	1-866-310-6767
Atlanta	1-866-262-2693	PC 4 GLPSC	1-877-311-5797
Chicago	1-866-427-8517	PC 5 WNPSA	1-877-310-7807
Dallas	1-866-427-8655	PC 6 MAMPSA	1-877-311-8738
Kansas City	1-866-262-3203	PC 7 ODO	1-877-385-0643
Denver	1-866-397-5945	PC 8 OIO	1-877-385-0645
San Francisco	1-866-262-2759		
Seattle	1-866-504-1259		
Central Office	1-866-722-2297		