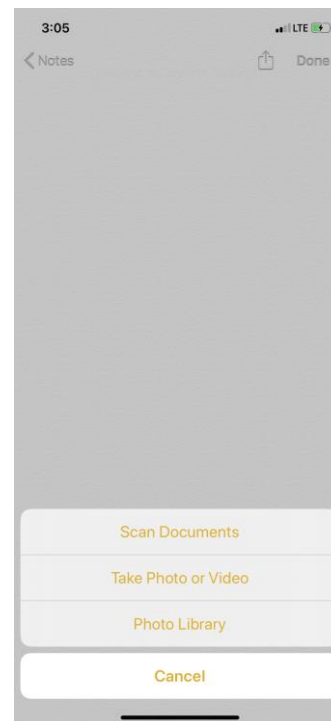


## ***How to Scan and submit your documents with your iPhone.***

**Step 1:** Pull up your notes app – (Circled to the left) and create a new note.



**Step 2:** After you create a new note → select the Camera icon at the bottom men. (Directly in the middle) You will see the screen options displayed in the picture above, select Scan Documents

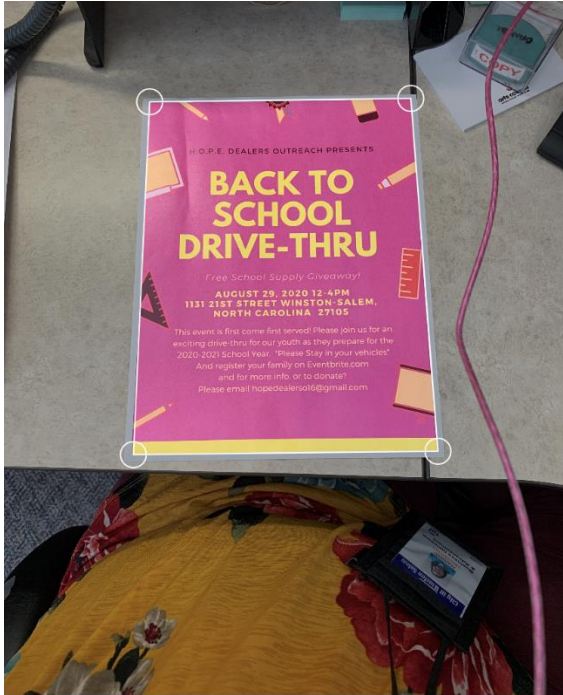
**Step 3:** Your Camera will pop up after you select Scan document in the previous step. Once the camera is up you will see a transparent yellow rectangle. Make sure to line the edges of the paper –INSIDE the yellow rectangle.



Retake

Keep Scan

**Step 4:** At this point, you have lined up your document in the yellow rectangle and now we are going to get as close to the documents actual edges as possible. Four round circles should appear in each corner of the document, this allows you to get as close as possible, and the circles act as a magnifier to help you see those smaller corners, easier.

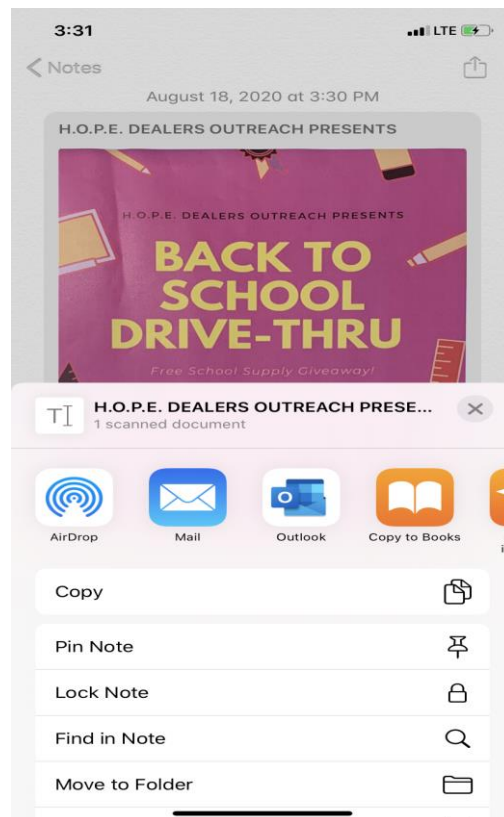


**Step 5:** Once the edges are all lined up as close as possible, select Keep Scan and then once all document pages are scanned, select save.

**Step 6:** At this point you are ready to send your document, simply choose the send icon and select the method you would like to send these documents.

Retake

Keep Scan



Once you are done composing your message you are good to send your documents off for review!