Document Scanning

Document Scanning Instructions

If you don't have access to a scanner, you can scan documents using your smartphone. *Please do not zip or compress your files as they will not be delivered to us and it will delay the registration process.*

Scanning Documents Using An iPhone

Open **Notes** on your iPhone or iPad.

Create a **new note** or tap on an existing one to add a document to it.

Tap the **camera button** at the bottom of the <u>screen</u> or above the keyboard.

Tap **Scan Documents**.

Line up the **document** you want to scan.

Tap the **shutter button** if the scanner doesn't automatically scan the document. Repeat this step for every document you want to scan.

Tap **Save** after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.

Scanning Documents Using An Android Phone – 2 options

Download the Free App on the Genius Scan – PDF Scanner or

Open the Google Drive app. In the bottom right, tap Add.

Tap **Scan**.

Take a photo of the **document** you'd like to **scan**.

Adjust **scan** area: Tap Crop.

Take photo again: Tap Re-**scan** current page.

Scan another page: Tap Add.

To save the finished **document**, tap Done.