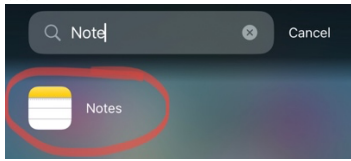


## Instructions on how to scan documents on your iPhone

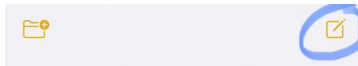
1. **Open “Notes” app on your phone**

*If you need to search – swipe “right-to-left” and type notes in*



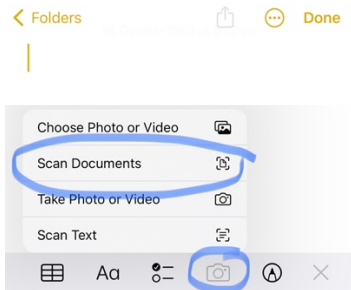
2. **Open “new note”**

*Bottom right icon*



3. **Prepare to scan**

*Select “camera icon” then “scan documents”*



4. **Take scan**

*Use phone camera to scan results sheet*

5. **Prepare to email scanned document.**

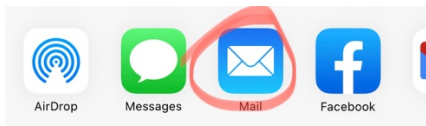
*Select “share” icon to attach your pdf scan to email*



*Ensure you have “send copy” displayed*



*Select the “mail” icon and enter in email address*



6. **Send email.**

*Ensure you can see the scanned document in the body of your email.*

*If not repeat step 5.*