

Scanning using iPhone/iPad

1. Open NOTES app on iPhone or iPad.
2. Create a new note.
3. Tap camera icon at the bottom of the screen or above the keyboard.
4. Tap Scan Documents.
5. Line up document you want to scan.
6. Tap shutter button (solid white circle) if the scanner does not automatically scan.
7. Tap SAVE after you have scanned all the necessary pages. Button will have a count of how many pages you have scanned.
8. Scanned pages will populate in a new note in the NOTES app.
9. You will then have share and save your pages to your iCloud drive to upload on the Secure Upload site.