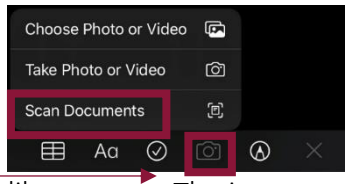
Scanning Documents Using a Mobile Device

A mobile device can be utilized as a scanner to save documents and to share with others.

Apple Devices

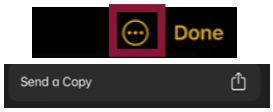
1. Open the **Notes** App on your iOS device.
2. Select the **New Note** icon.
3. Select the **Camera** icon and choose **Scan Documents**.



4. Hover your camera high over the document you would like to scan. The image you are scanning will turn yellow as it is being captured.
5. Select **Save**.

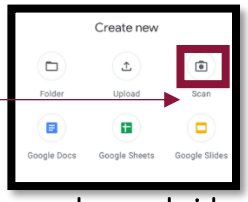
If you are not using your phone to submit your online enrollment, please follow the instructions in items 6-8 below so you can email the documents to yourself, save to the device you are using to submit your enrollment, and upload from there.

6. Select the three dots.
7. Choose **Send a Copy**.
8. Send your document through the **Mail** App.



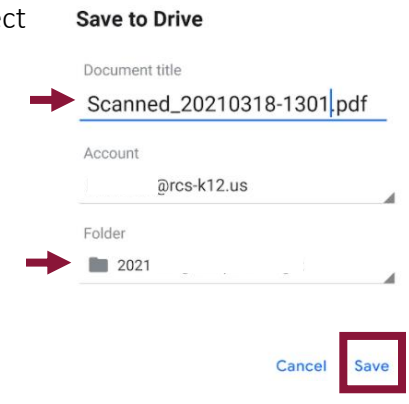
Android Devices

1. Open the **Google Drive** App on your Android device.
2. Select the **+** button.
3. Select **Scan**.

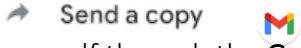


4. If applicable, answer the question to **Allow Drive to take pictures and record video?**
5. Take a picture of the document you would like to scan.
6. Select "Ok".
7. Once the document has been captured, select **Save**.

8. In the **Save to Drive** dialog box, type the name of the **Document title**. Select the **Folder**. Select **Save**.



9. Open the file location of where you saved your scan.
10. Click on the three dots next to the file name.
11. Choose **Send a copy**.



12. Send your document to yourself through the **Gmail** App.
13. You can then open the documents in your email, save to your computer and attach to your online enrollment application as required.
14. If you are processing the registration on your phone you can eliminate steps #9 through #13 as you can add the documents from your saved location on your phone.
15. If you are registering on your phone and are unable to view the registration correctly, you can change your view by touching the three dots located at the top right of your phone when viewing the website and selecting "Desktop Site" from the drop down.