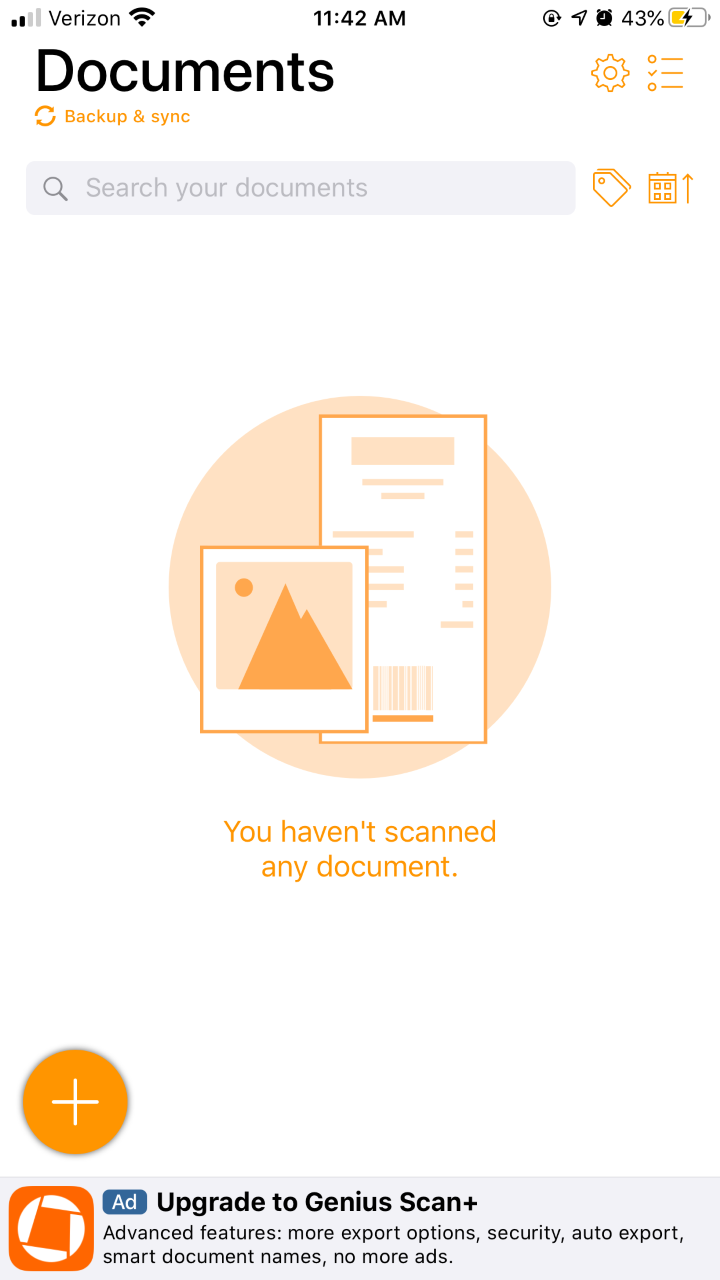
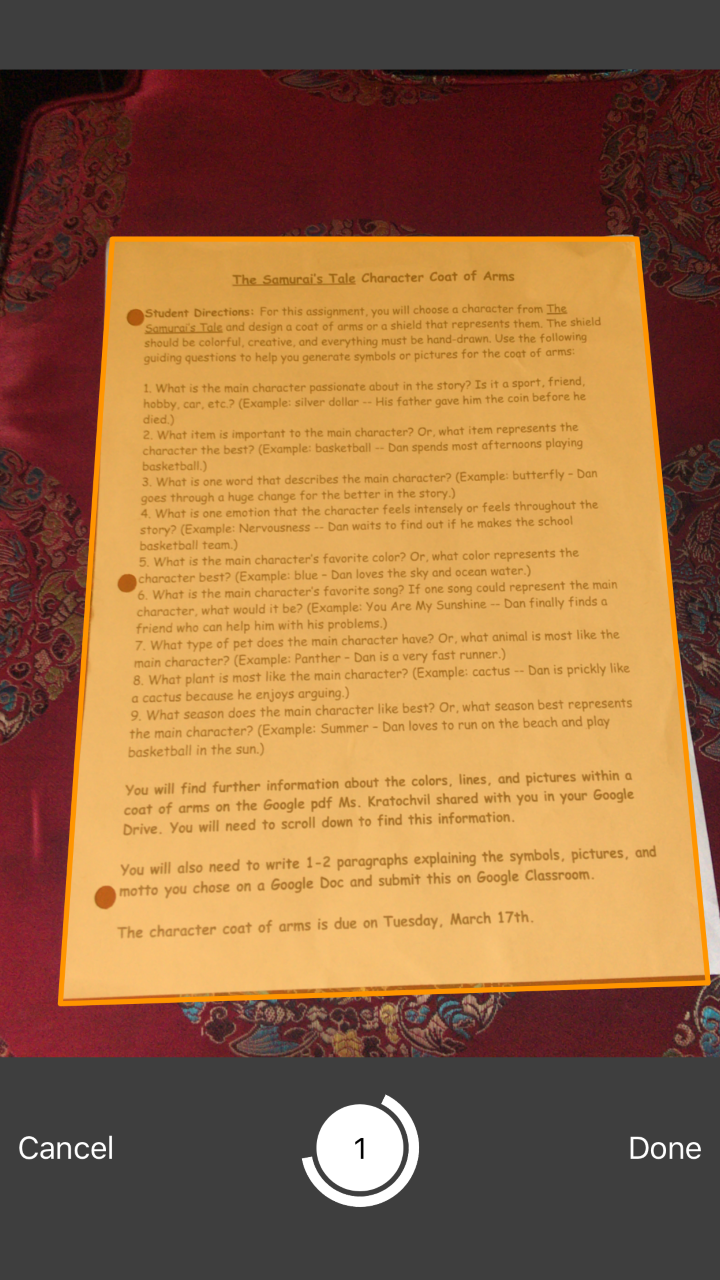
**Instructions to scan using Google Drive for Android users:**

https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en

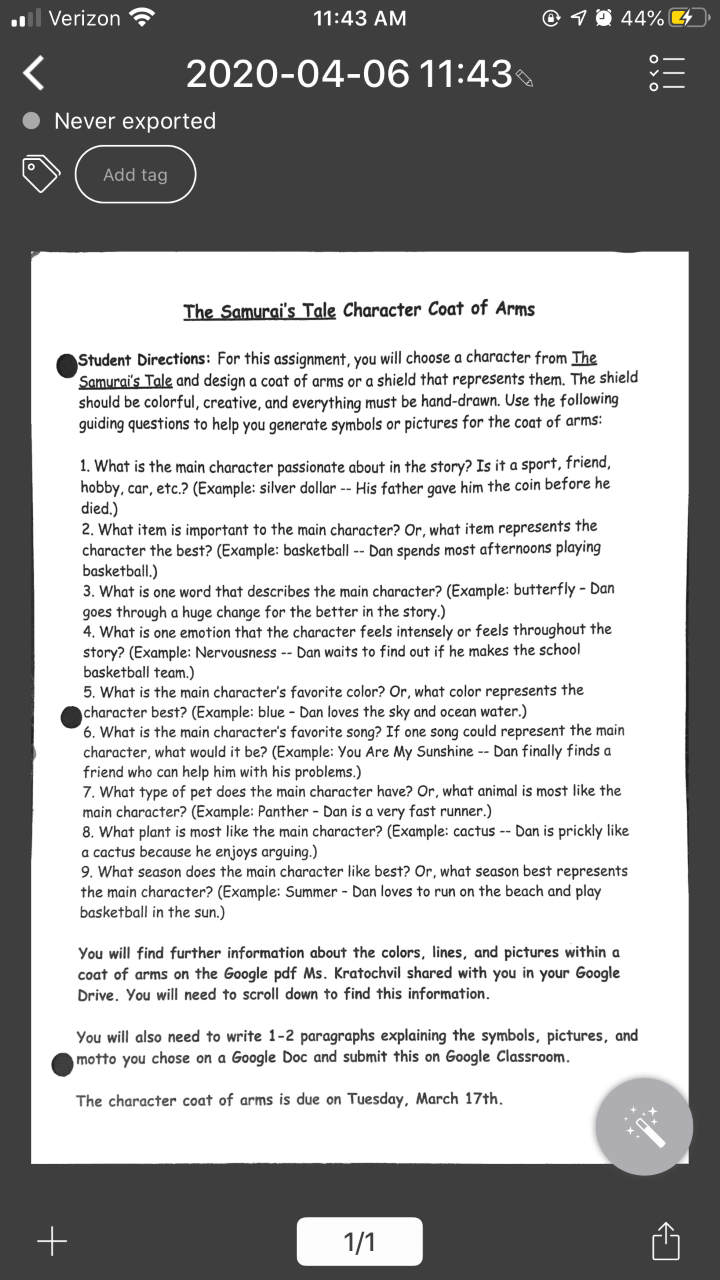
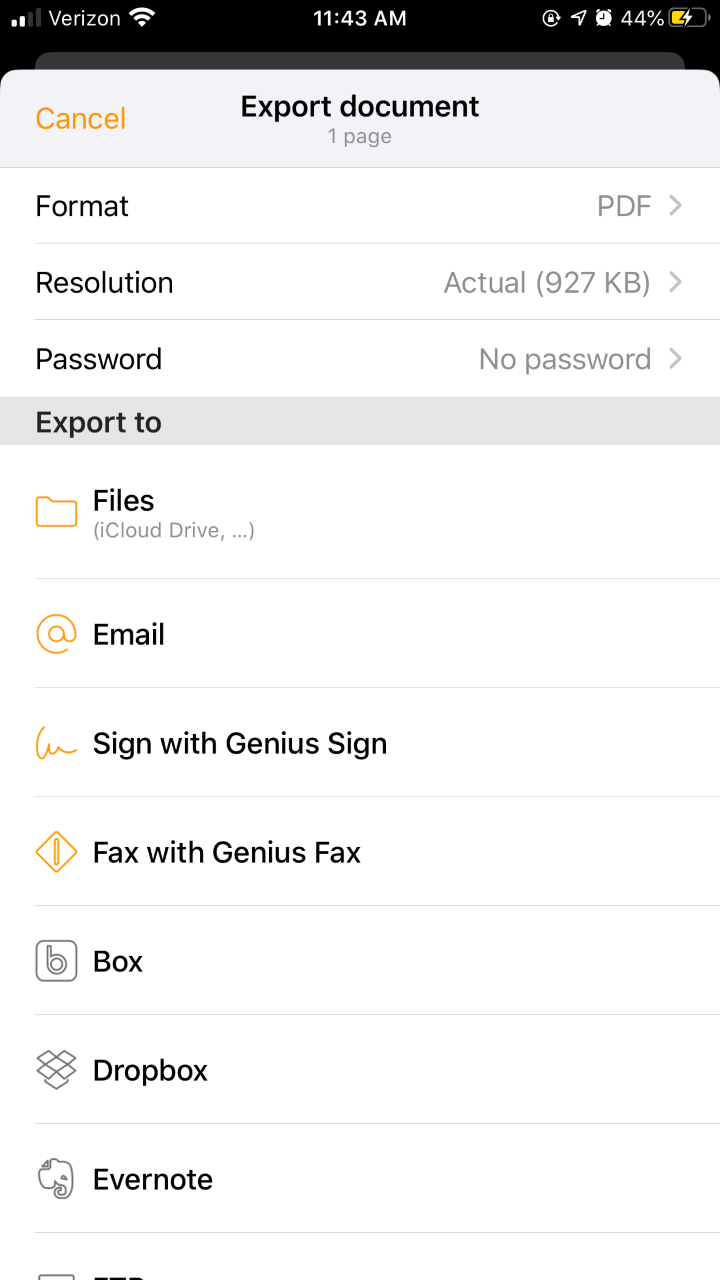
**\*\*If you don't have a scanner at home there is an App you can get for your iPhone called Tiny Scanner that takes a picture of the document and transforms it into a PDF and saves it as well. \*\***

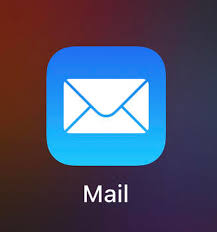
**Instructions to Scan using “Genius Scan” app using iPhone**

1. In order to scan, click the "+" and scan your documents. The app will detect a sheet of paper and turn orange when it automatically scans it. Select done when finished scanning.

1. Press the upload button to email. You need the Apple Mail app in order to email.

 Apple Mail App

