

Upload Documents and Submit Online Forms



Instructions for creating documents to upload to your file on your smart phone.

For iPhones:

To scan a document on your iPhone, follow these steps:

- [Open the **Notes** app and create a new note or select an existing one.](#)
- [Tap the **camera icon** and select **Scan Documents**.](#)
- [Position your iPhone over the document; it will automatically scan if in Auto mode.](#)
- [Adjust the scan area if necessary, then tap **Save** to keep the scanned document.](#)
- [You can also save the scanned document as a PDF if needed.](#)

***Google Drive App** can be used on your iPhone once that app is downloaded.

For Android:

To scan a document on Android, follow these steps:

1. Using **Google Drive**:

- Open **Google Drive** and tap the + icon, then select Scan.
- Position your document in line with the viewfinder and tap Scan, continuing this until you have scanned all pages.
- Edit the scanned image if needed, then tap Done and choose to save or share.

2. Using **Other Apps**:

- You can also use apps like **Adobe Scan** or **Microsoft Office Lens** for scanning documents.