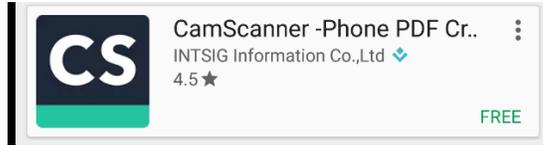


# CamScanner Instructions

## Instructions for Android Users

1. Go to Google play store on your mobile device and search for CamScanner and install the free app.



2. Once installed open the app. You will need to set up an account if you do not already have one. Press register and follow the instructions to create your account.
3. When you are ready to scan your documents, press on the camera icon in the bottom right corner of your screen. This will start your device's camera, allowing you to take pictures of your documents.
4. Line up the edges of the pages with the camera frame on your phone. Press the camera icon, to take the picture.
5. Once the picture is captured, CamScanner will look for the edges of the page, allowing you to crop out any unwanted background in the photo. Line up the green lines/circles with the edges of your paper. Press the check mark when you have everything in place.
6. CamScanner will then automatically enhance the photo. If you are satisfied with the results, hit the check mark to continue. Or adjust as needed.
7. The photo will save as a new document. To add multiple pages to the same document, press the camera icon after saving the first page, and repeat steps 4 through 6. Continue this until all pages have been captured and saved.
8. After you have scanned/captured the last page of your document, press the icon at the top of your mobile device that says pdf. Your mobile device should prompt you to a pick a pdf app to view the document. Select one and the document will open. Download the document to your device or save it to a storage app, such as Google Drive.
9. After the document has either been downloaded to the device or saved to a storage app, you can now upload that document as an attachment through the ExpertCare Portal.
10. To remove old or unwanted documents, go to your "My Doc" folder. Press the three vertical dots on the top right of the screen and choose "select". Then select the documents you wish to delete and press the trash can. Please note, this will not remove the document from your device if you downloaded the document directly to your device or saved it to a storage app. To remove it from your device or storage app, you will need to go to your download folder or the storage app and delete it from there.