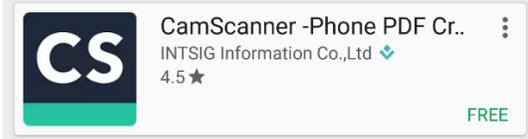


# CamScanner Instructions

## Instructions for iPhone Users

1. Go to App 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 middle of the screen. This will start your device's camera, allowing you to take pictures of your documents.
4. You will see option for 'single' or 'batch'. 'Batch' will group several pictures together into one file for uploading.
5. Line up the edges of the pages with the camera frame on your phone. Press the camera icon, to take the picture.
6. 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.
7. CamScanner will then automatically enhance the photo. If you are satisfied with the results, hit the check mark to continue. Or adjust as needed.
8. The photo will save as a new document. CamScanner will prompt you to rename the document. Press rename if you would like to, otherwise press anywhere else to continue. To add multiple pages to the same document, press the Add (camera icon) button in the bottom left corner of the screen. Repeat steps 4 through 6. Continue this until all pages have been captured and saved.
9. After you have scanned/captured the last page of your document, press "More" (three horizontal dots) in the bottom right corner of your screen. You can either save the document to your photo albums as individual photo files or you can upload it to a storage app.
10. After the document has either been saved as photos or saved to a storage app, you can now upload that document or photos as an attachment(s) through the ExpertCare Portal.
11. To remove old or unwanted documents, go to your "My Doc" folder. In the top right hand of your screen is a check box, select this. 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.