



Instructions for Scanning Documents via Mobile Devices

The ability to scan documents with the camera on a smartphone is convenient and free. In order to have documents accepted utilizing this tool, scans from mobile devices must meet the following requirements.

The best rule of thumb is to only send in documents that are of the same quality of a physical scanning machine.

1. The document must be a PDF
 - a. JPEGs or other image types will not be accepted
2. The document must be properly lit
 - a. Documents too dark to read will not be accepted
3. There is no background (carpet, bed spread, counter top, hands, etc) within the complete scan of the document
 - a. The document must have crisp edges and look as if it was scanned on a physical scanner
4. After the document is properly sent to the correct individual, if it contains any client information, please delete off of your device.

Instruction Sets

1. How to scan documents using your iPhone, iPad or iPod touch
<https://support.apple.com/en-us/HT210336>
2. How to scan documents using Google Drive
<https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en>