Scanning Documents to PDF Using an iPhone

1. Open "Notes" application
2. Create a new note
3. Select the camera icon, then "Scan Documents." This should prompt the camera to open
4. Position the document in the yellow box
   a. Auto-capture will take the picture when the document is centered in the box
   b. Manual capture allows the user to determine when to finalize the scan
5. Repeat process for all documents that need to be scanned
   a. Do not hit "Save" until you've scanned all documents
6. When scanning is complete, hit "Save"
7. To send documents directly to an email, select one document, then select the export button in the right-hand corner. Select the email icon. This will allow you to send *all* scanned documents directly to an email
8. If the documents contain sensitive information, it's recommended that they are uploaded to the NetClient portal rather than emailed. See additional instructions on how to save the document for upload

Saving Documents to iPhone for Upload

1. From within the note with the scanned documents, select one document, then select the export button in the right-hand corner. Select "Save to Files"
   a. If you have other Apple products, including a MacBook, *or* the option to sign into iCloud on a web browser, then saving directly to the iCloud Drive will simplify the upload process
      i. If signing into iCloud from a PC browser:
         1. Go to icloud.com and sign in using Apple credentials
         2. Select "iCloud Drive" and open the folder where the file is saved
         3. Save PDF to computer and upload to NetClient Portal
   b. Otherwise, select a folder *on the iPhone*
      i. Access the PDF from the "Files" application

Additional Information

1. If you have other Apple products, the scanned documents can be AirDropped to another device to simplify the upload process. Send the documents directly to a Mac and upload using the web browser