








How to Scan Documents to Upload for Registration

Android or iPhone Users




- Download a Scanner App in your Android Play Store or
- Scan documents via Google Drive
- Download the Google Drive App
- Sign into Google Drive

Scan a document

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
 - **Adjust scan area:** Tap Crop .
 - **Take photo again:** Tap Re-scan current page .
 - **Scan another page:** Tap Add .
5. To save the finished document, tap Done .

iPhone Users

Scan a document

1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
5. Tap Save or add additional scans to the document.

Learn how to use the Continuity Camera to [scan notes from your iPhone or iPad to your Mac](#).

