<p style="text-align:center"><u>**Scanning documents using your phone**</u></p>
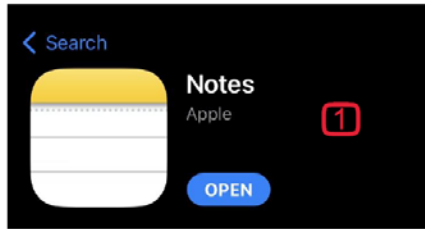
We cannot use pictures of documents from borrowers, but they can use their phones to scan if they do not have access to another form of scanning.

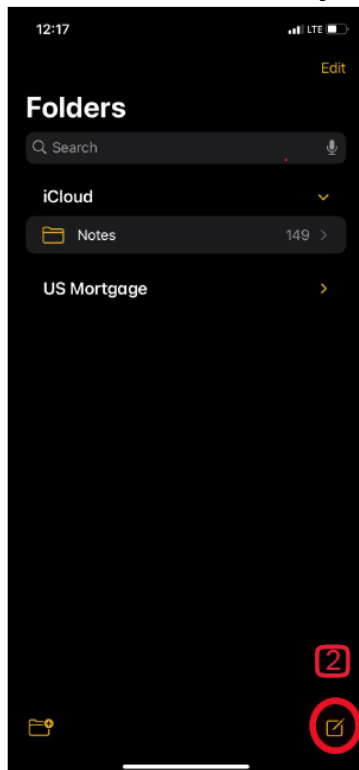Below are instructions on how to scan using apple and android phones.

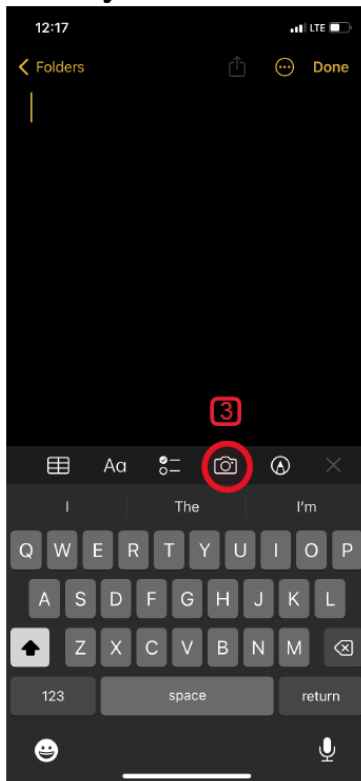Be sure the phone is parallel to the document with no tilted angle.
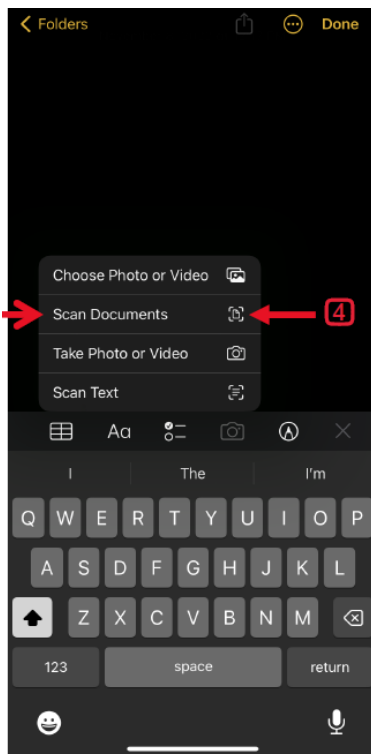
Apple

1. Open your Notes app

2. Then create new by selecting the pen and paper, usually in the bottom corner.

3. Once your new file is open select the camera button above your keyboard.
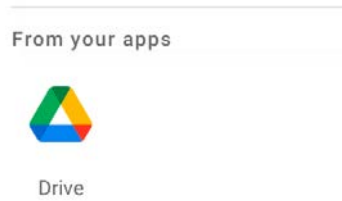

4. Then select Scan Documents.

Android

1. Open your Google Drive

From your apps

Drive

2. Then create new file with the plus button in the bottom corner.

Search in Drive

My Drive   Computers

Name ↑

+

Home   Starred   Shared   Files

3.Select the scan option.