



How to scan a document on iPhone and iPad

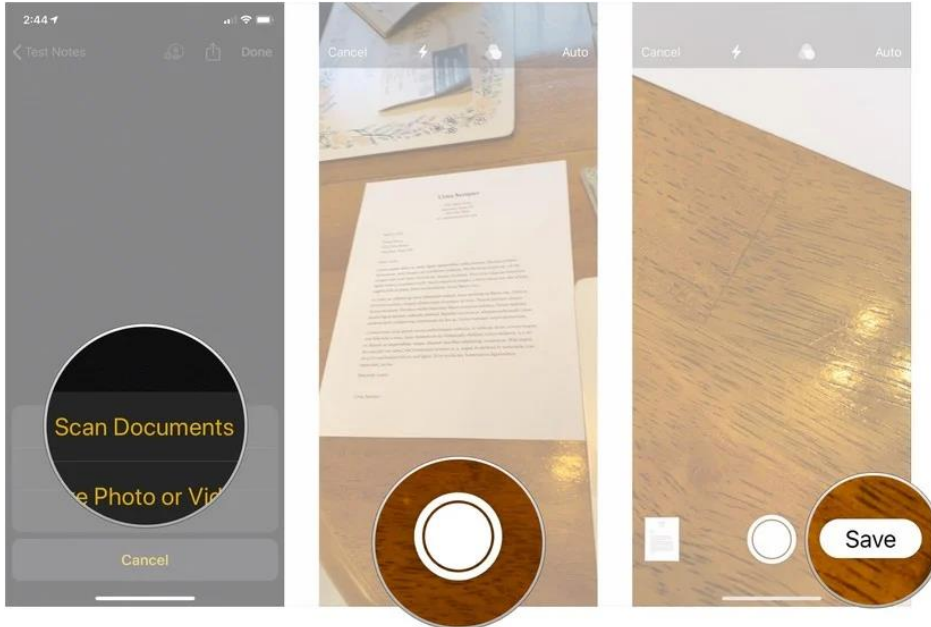
The document scanner is tucked away in the Notes app on iPhone and iPad. With just a couple of taps, you'll have a scanned document ready to upload.

1. Open Notes on your iPhone or iPad.
2. Create a new note or tap on an existing one to add a document to it.
3. Tap the camera button at the bottom of the screen or above the keyboard.

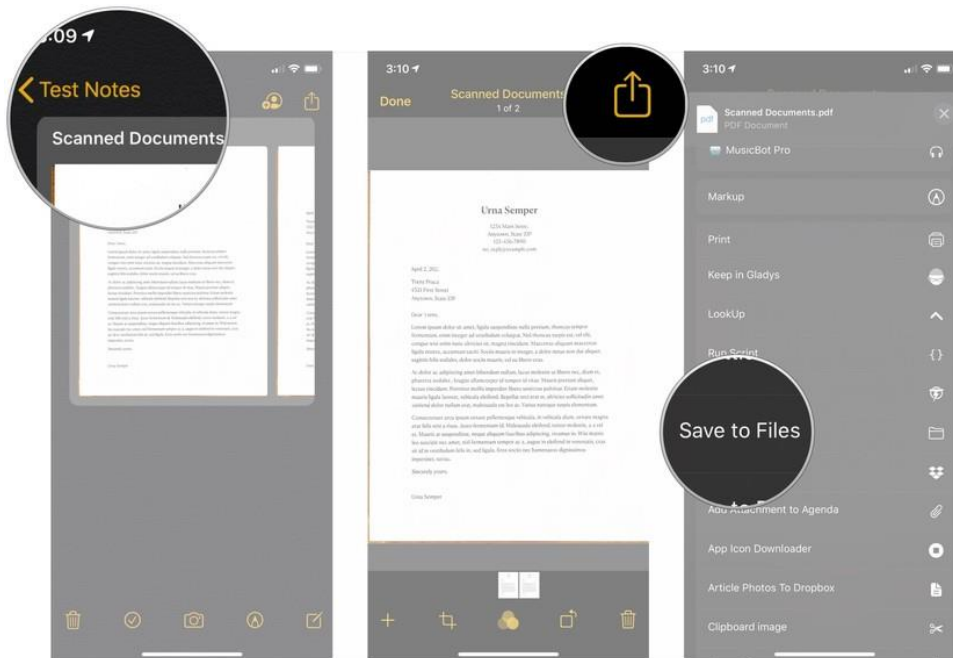


4. Tap Scan Documents.
5. Line up the document you want to scan.
6. Tap the shutter button if the scanner doesn't automatically scan the document. Repeat this step for every document you want to scan.

7. Tap Save after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned. The scanned pages will populate in a new note in the Notes app.



8. Tap your scanned document.
9. Tap the share button in the upper-right corner.
10. Tap Save to Files to save your PDF and choose a location On This Device**.



Now the document is saved on your device and can easily be uploaded to the Alma Start system.

** If you want to upload the documents from a computer, you will need to save the PDF to a location that is accessible online like iCloud or Google Drive. This information is sensitive, please be careful to not make it publicly available or send it through email.