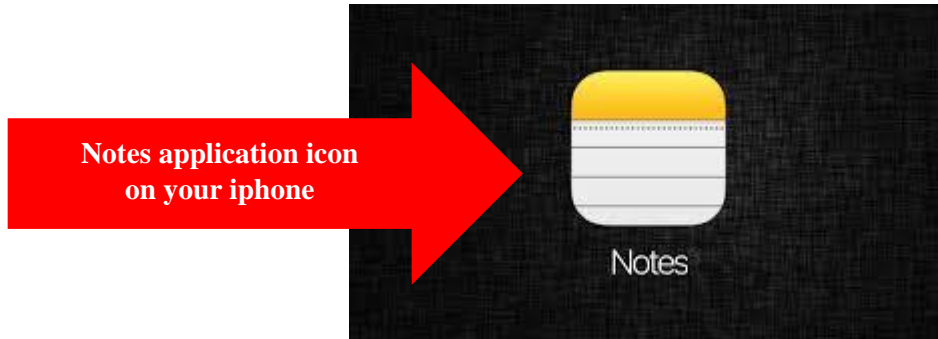


Step-by-Step: how to scan documents using your iPhone!

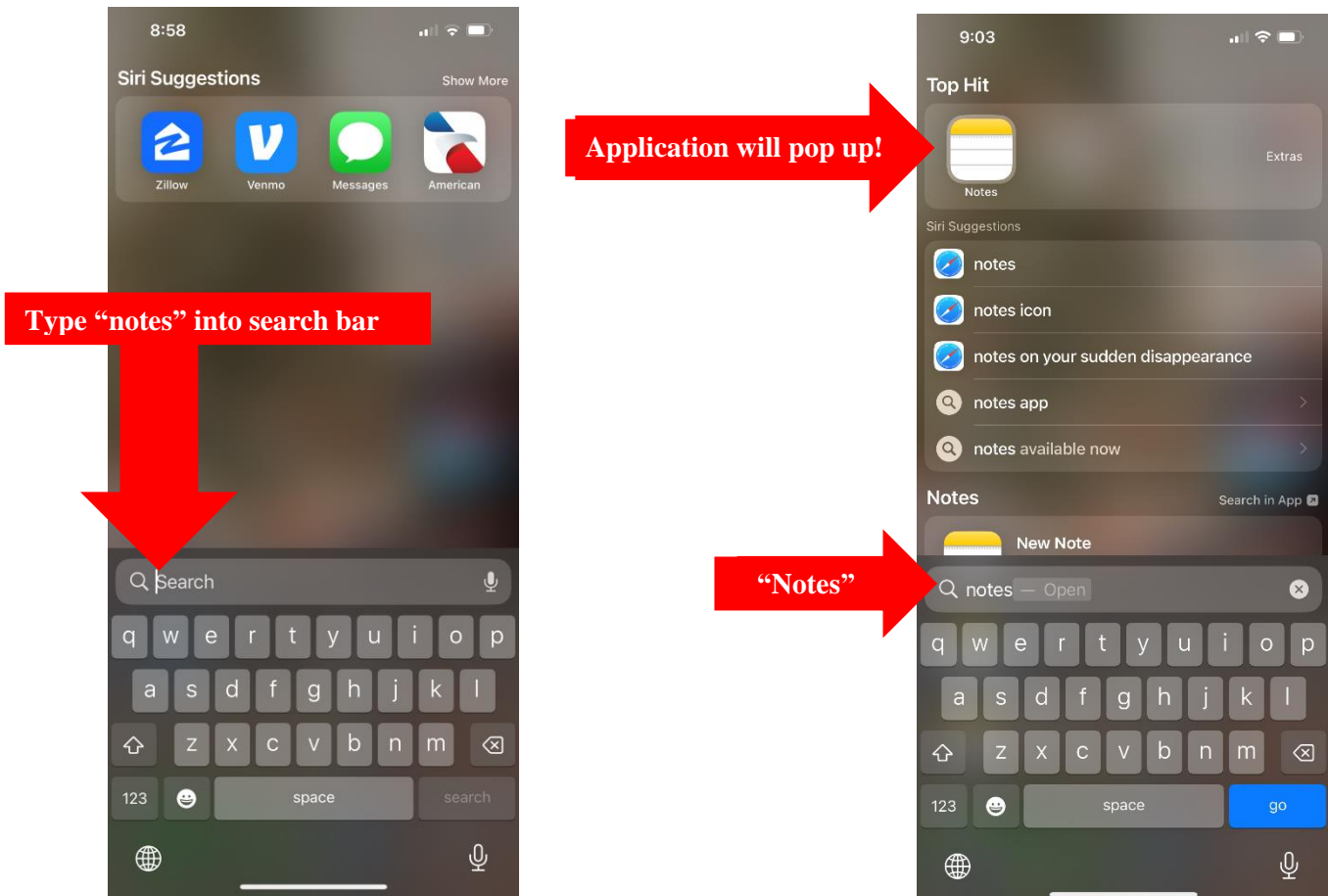
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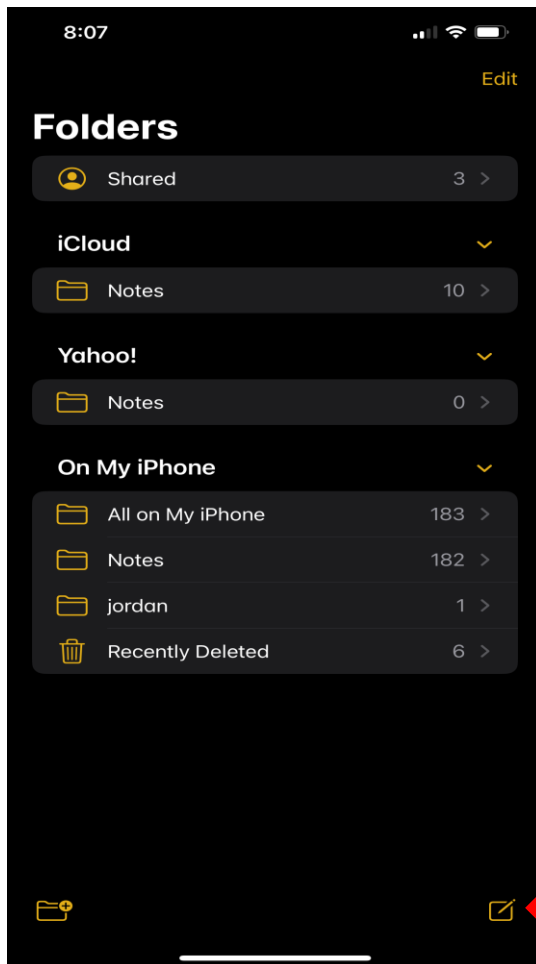
1. Click on the "notes" application on your iPhone



2. If you do not know where your notes icon is, unlock your phone, scroll down on the main page with your finger and a search bar will pop up. Type "Notes" into the search bar to easily find the application



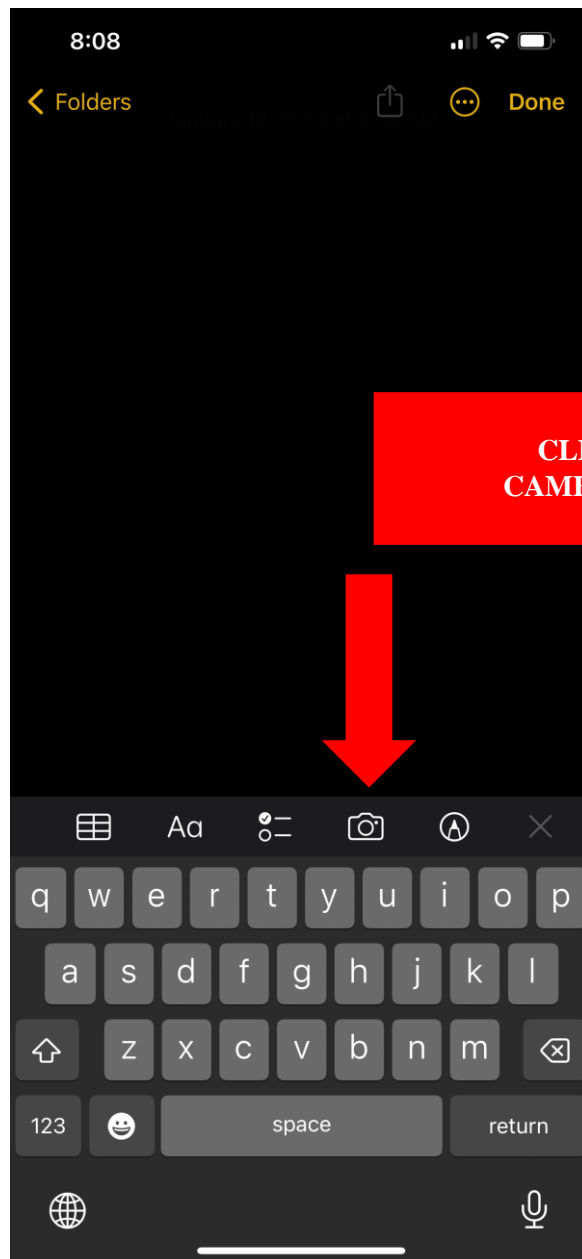
3. Open a new note in the bottom right corner



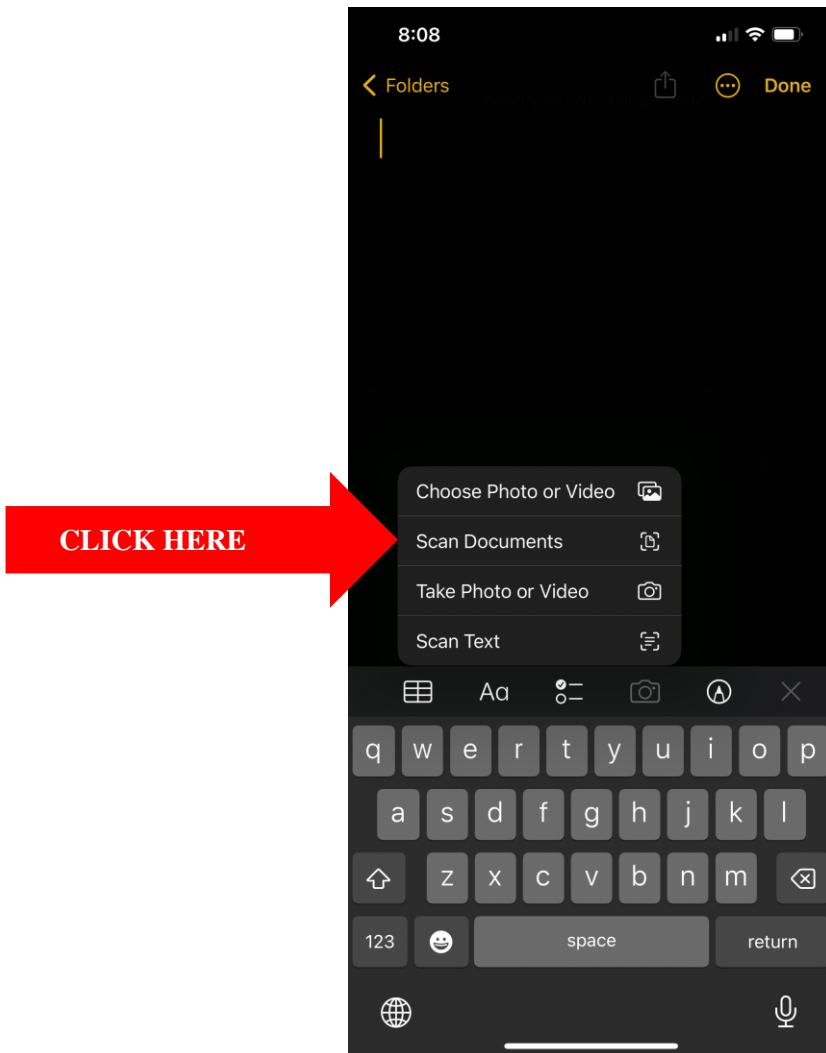
CLICK HERE
To open a new note



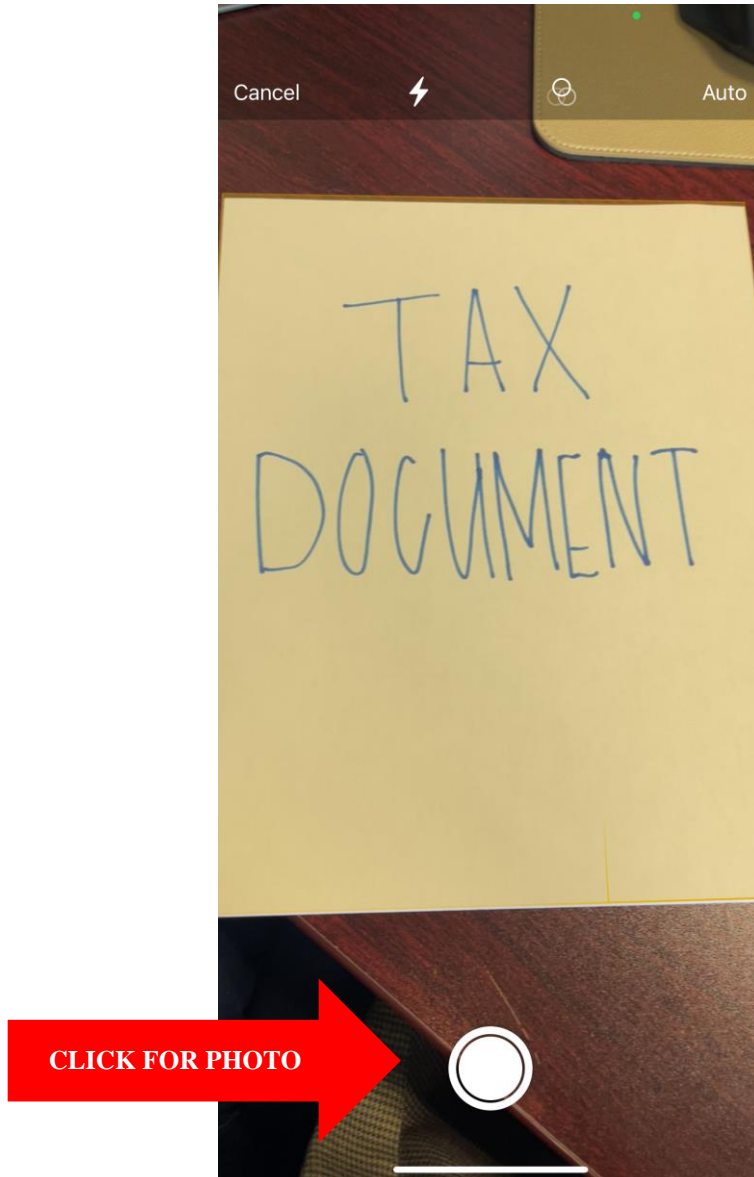
4. When the new note is open, click on the camera icon



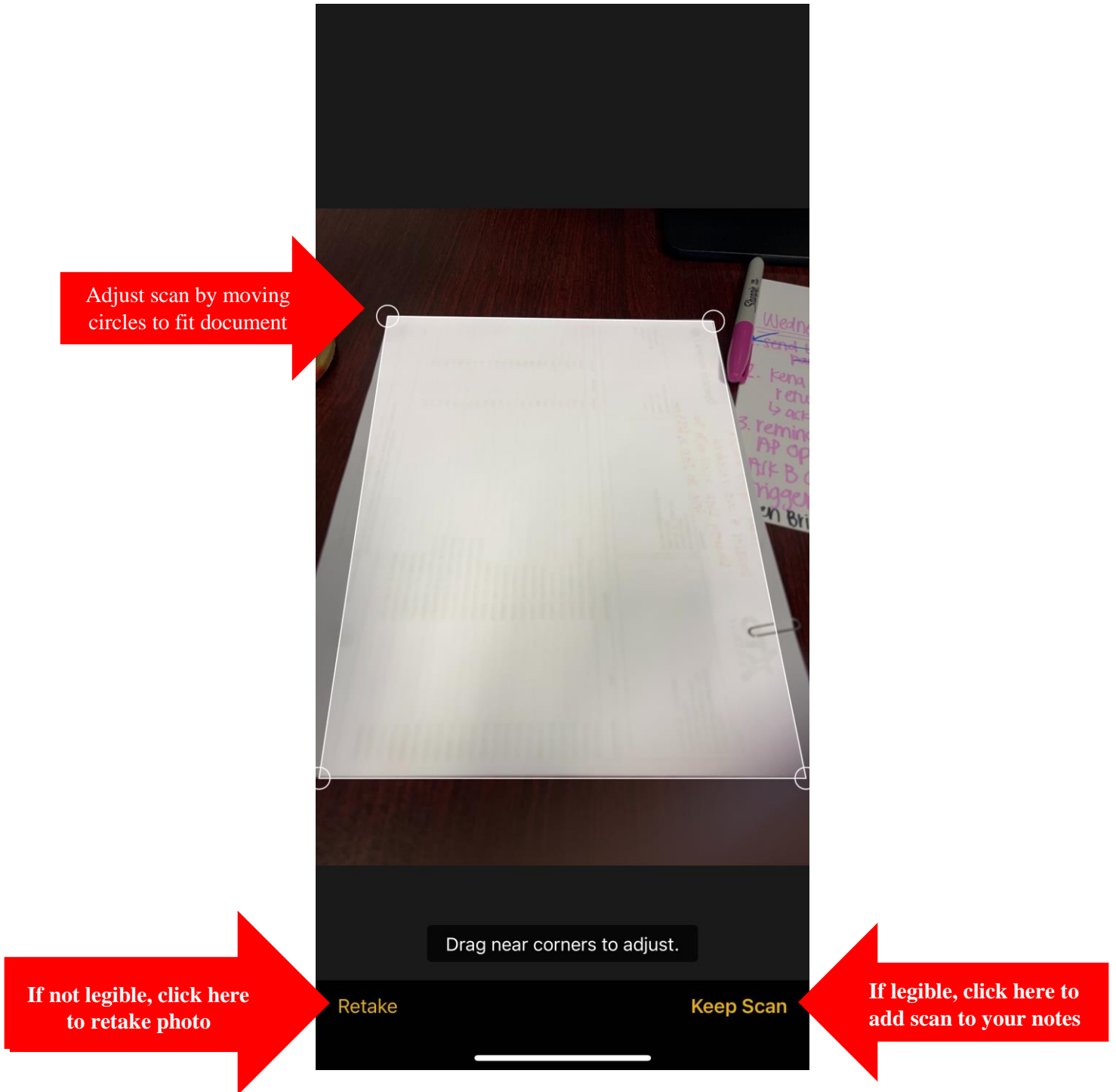
5. Click on “scan documents”



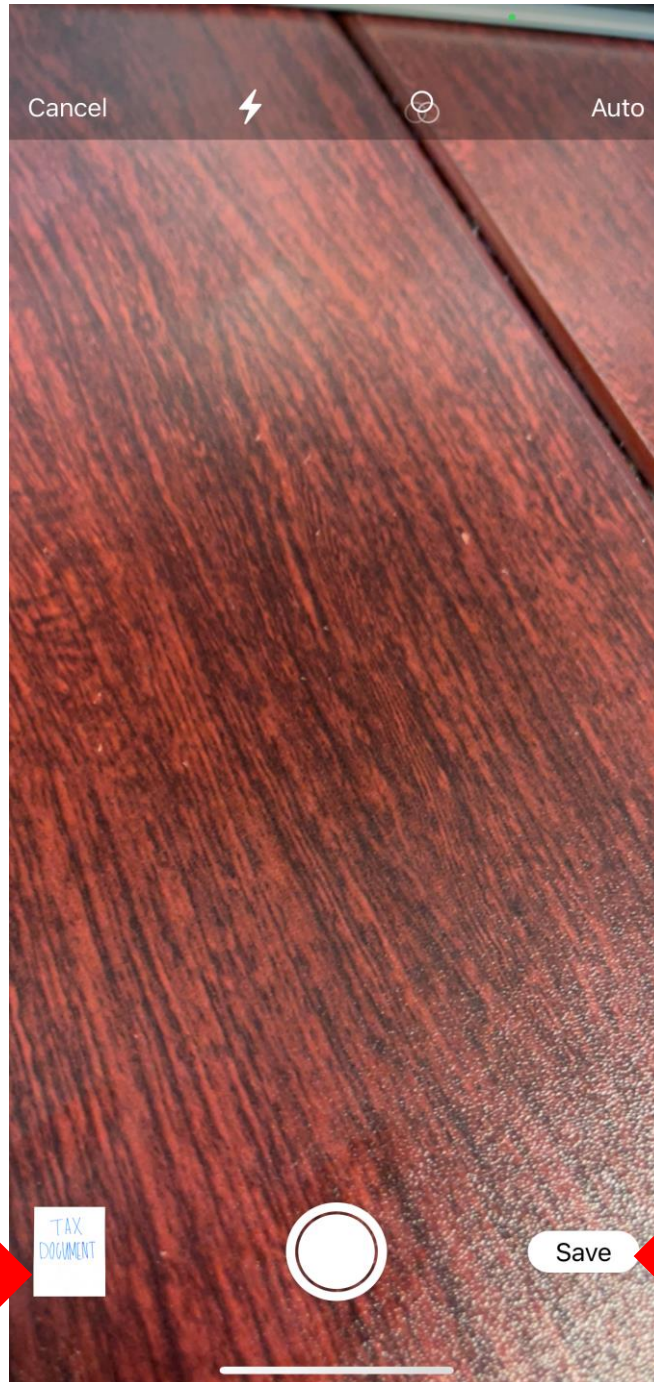
6. The camera will then pop up & you can take a photo of the document(s)



7. If the photo is **clear and legible**, select “keep scan.” If not, please click “retake” and re-take the photo. (Note: you can adjust the size of the picture by dragging any or all of the 4 circles around the document)



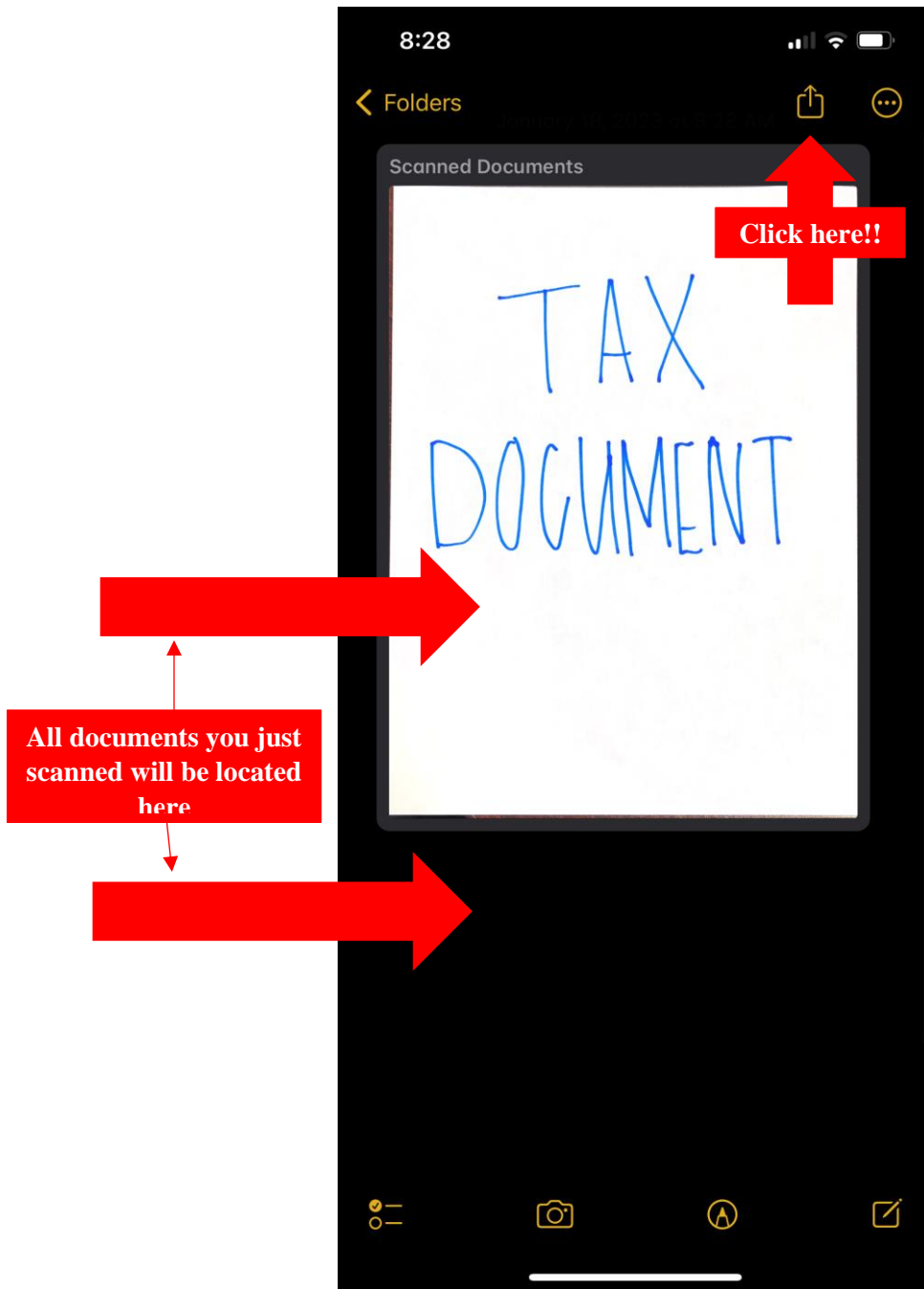
8. Once you are finished taking photos of your documents, click “save” in the bottom right corner.



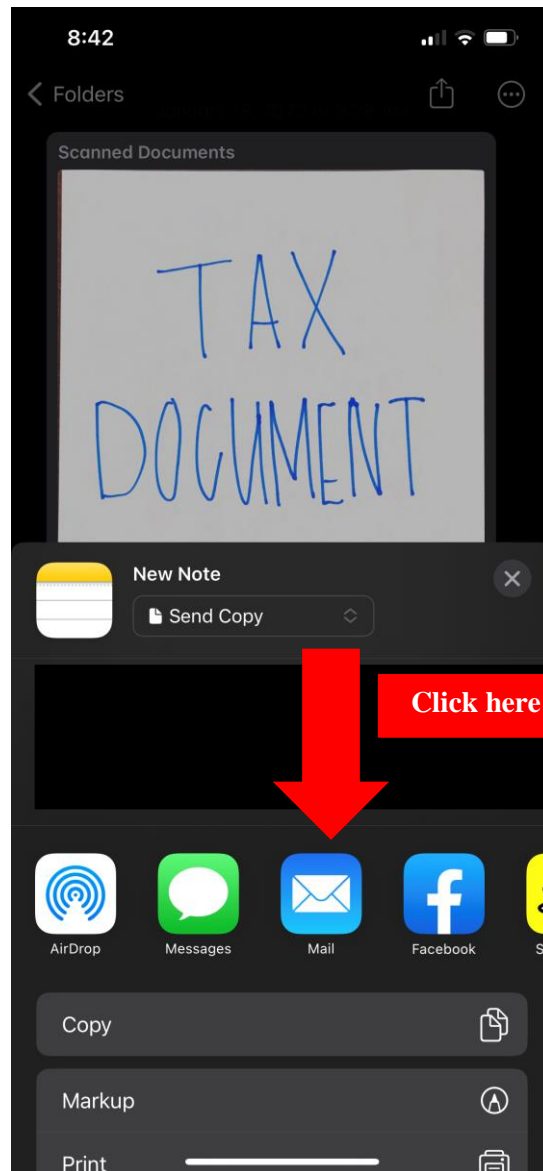
This will be a picture of the last document you scanned

Click here to save all documents that have been scanned into notes

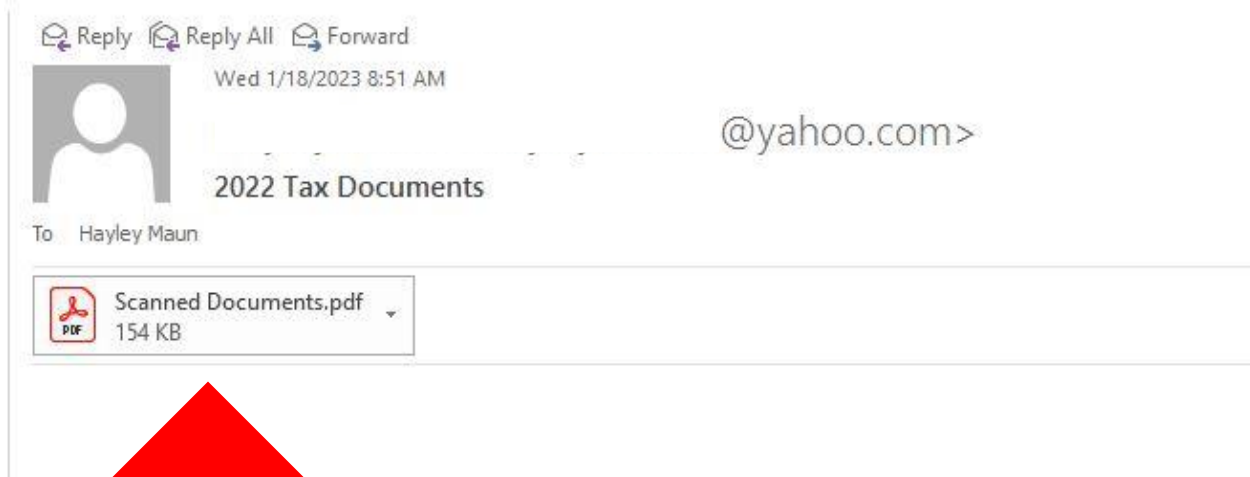
9. On the top right of the notes page with the newly scanned documents, click the square button with an arrow pointing upwards



10. Select “Mail” to email the note to yourself.



11. When you receive the email, it will have each photo saved in PDF format which you can then upload into SmartVault



Now your tax documents are PDF's in your email, ready to be uploaded to SmartVault!!

See, that was easy!! Let us know if you have questions or if we can help!



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