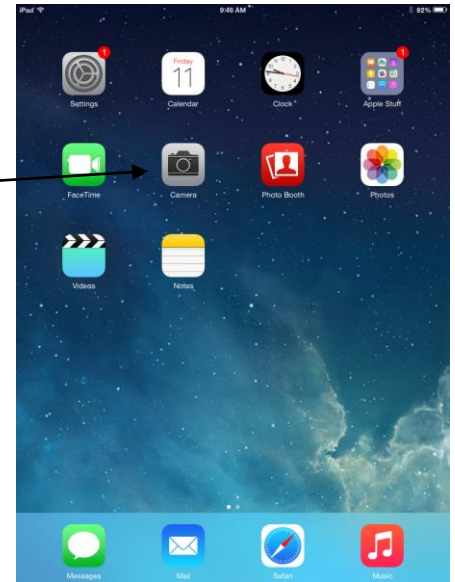


Using Your Smart Device Camera to Capture/Send Documents by Email

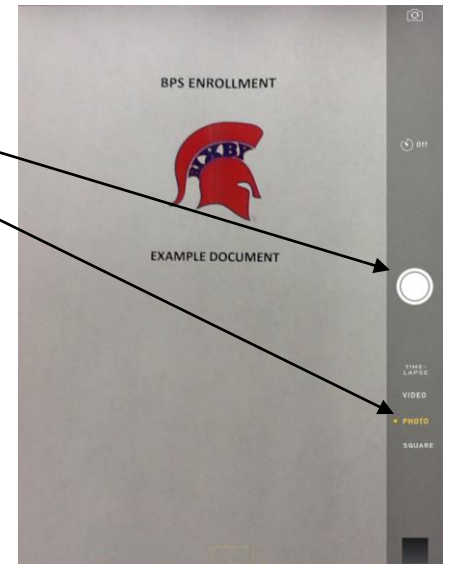
*iPad shown in the example, although same concept for all devices

- 1) Click on the Camera icon on your home screen.



- 2) Position your document on a flat surface and adjust the device to get a clear picture of the document and take a photo.

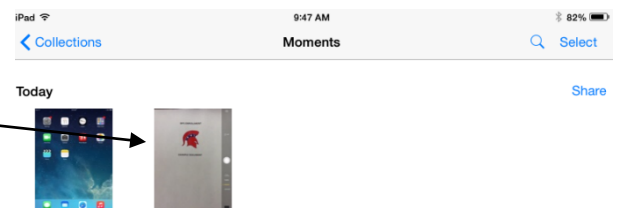
*Repeat for remaining documents.



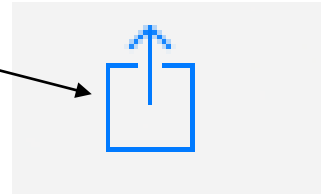
- 3) Return to your home screen and click the photos icon.



- 4) Tap the first image you will be sending.

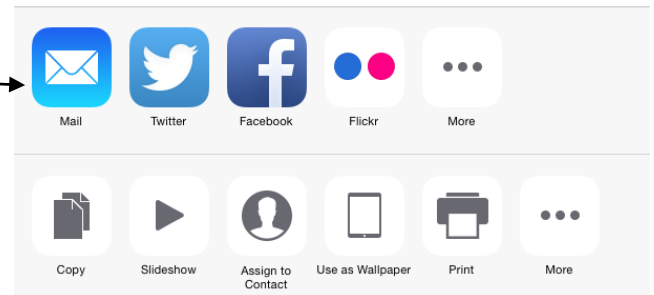


5) At the bottom left of your screen, tap the share icon

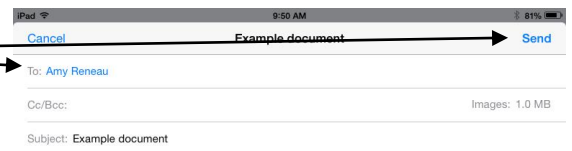


**After tapping the share icon, you will have an option to swipe left/right to choose additional photos. If you are sending more than one, please tap the circle on the lower right of any picture to send.

6) After selecting your documents, tap the email icon



7) Type in your email address and tap send.



You will now be able to access the files via your email account and save them for upload to InfoSnap.

