

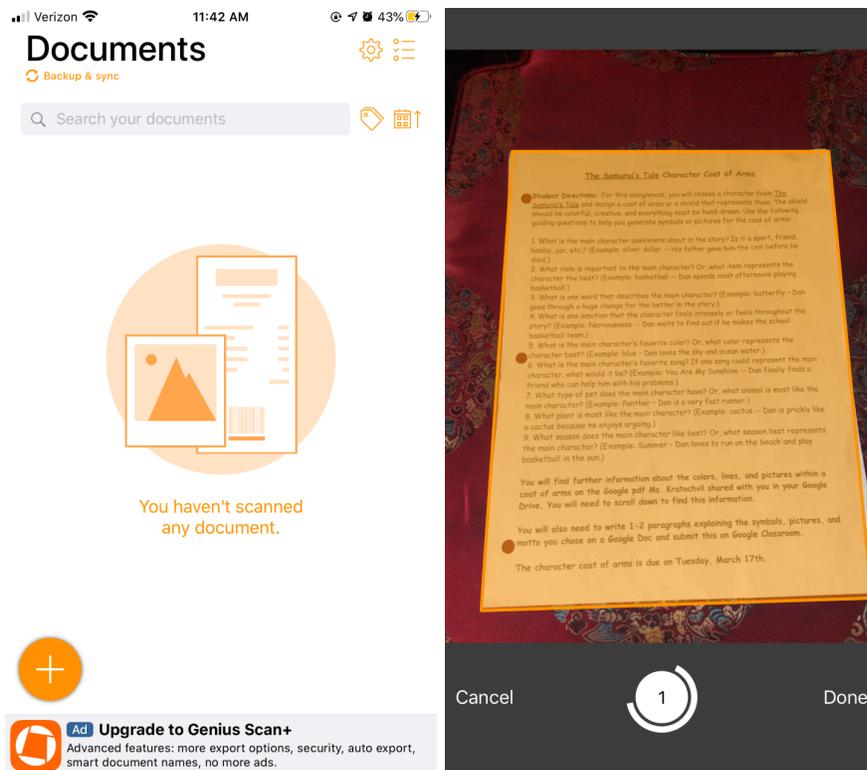
Instructions to Scan Documents

Here are some [Instructions available on Google Drive](#)

Note: If you don't have a scanner at home, there is an App you can get for your iPhone called Tiny Scanner that takes a picture of the document and transforms it into a PDF, and saves it as well.

Instructions to scan using the “Genius Scan” app using iPhone

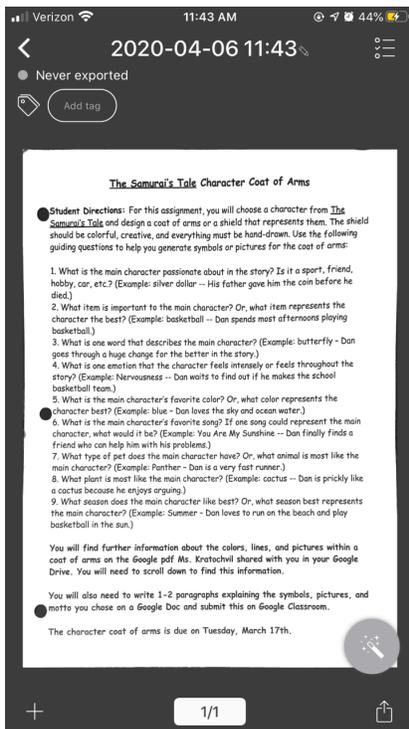
- In order to scan, click the "+" and scan your documents. The app will detect a sheet of paper and turn orange when it automatically scans it. Select done when finished scanning.



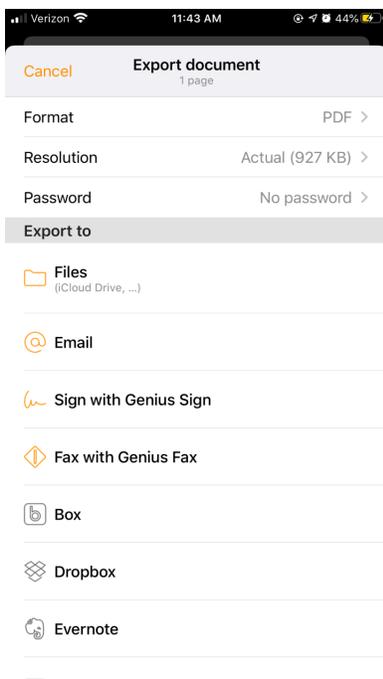
- Once “done” is selected, you will then press the upload button in the bottom right corner.

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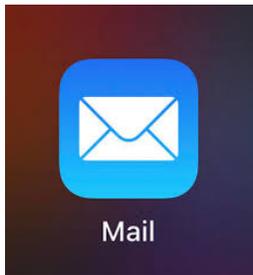
- Select the "Email" option



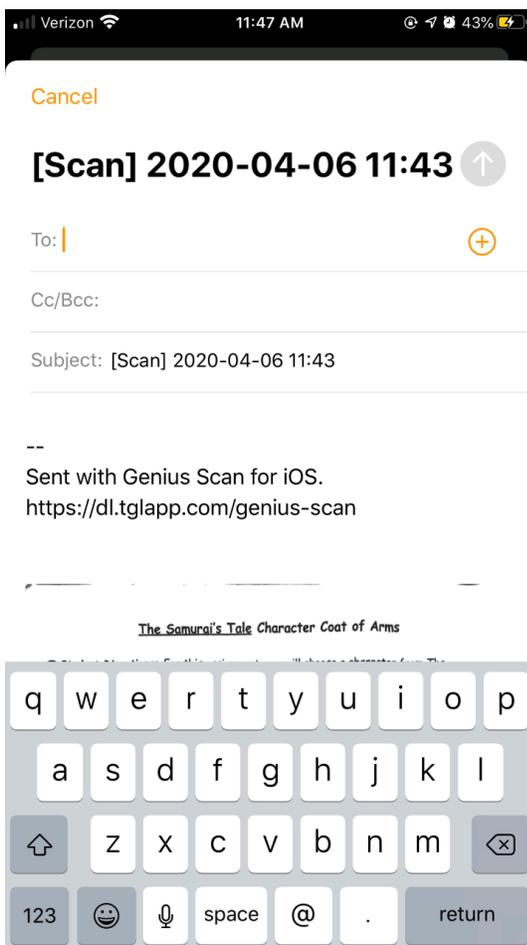
- Ensure you have the Apple Mail app downloaded

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- After the “Email” option is selected, you will be directed to an email draft that allows you to email your scanned document.



- Once you have finalized your email, please make sure to tap the arrow facing up button on the right-hand corner.