Suggestions For Capturing a Quality Scan Image

Regardless of device, make sure to scan your expenses in a well-lit area.

For iOS Devices

There are several apps available on the App Store you can use to create a scan using your iPhone's camera. This can also be done natively using the Notes app:

1. Open Notes.
2. Create a new note.
3. Tap the camera icon, then tap **Scan Documents**.
4. Position your expense in the camera's view.
5. Capture the image.
6. Adjust the corners as needed.
7. Tap **Keep Scan**.
8. Tap **Save**.
9. Tap the **Share** icon.
10. (10)Tap **Save to Files**.
11. (11)Choose a location to which to save the file. You will select the document from this location when you upload the expense.

To set your iOS Device to use the JPEG format

By default, your iOS device may take pictures and scans in the HEIC format. We accept HEIC image files, but they may cause issues when uploading to the Portal as they are not as compatible as the JPEG format. For instructions on how to set your iOS device to use JPEG, please follow the guide found here.

For Android Devices

There are several apps available on the Google Play store, including Clear Scan and Microsoft Office Lens, both of which are free. You can use one of these to scan your expenses and save them to your device to upload in the portal. You can also use Google Drive, which comes pre-installed on most Android devices:

1. Open the Google Drive app on your device.
2. Tap the "**+**" button.
3. Tap **Scan**.
4. Follow the prompts to scan, crop, and save the image.

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