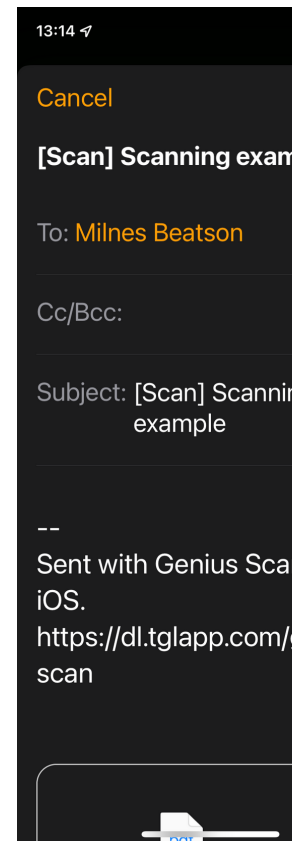
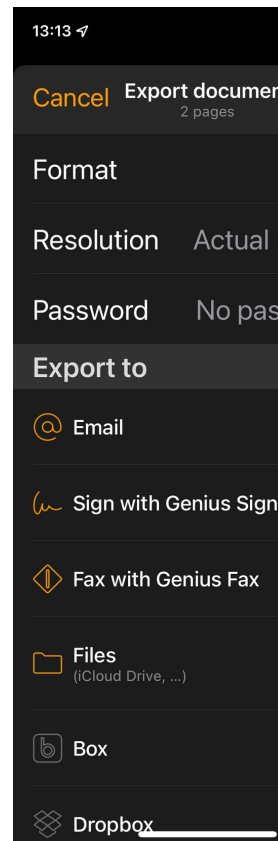
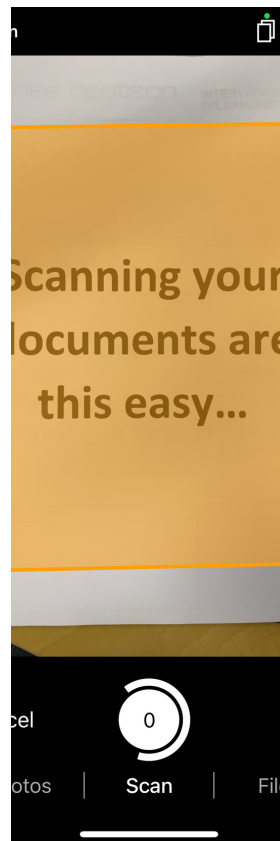
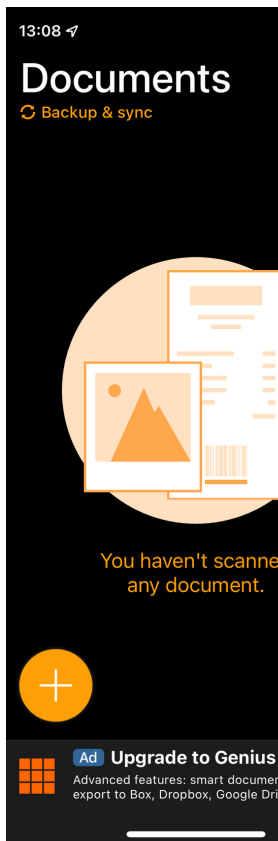
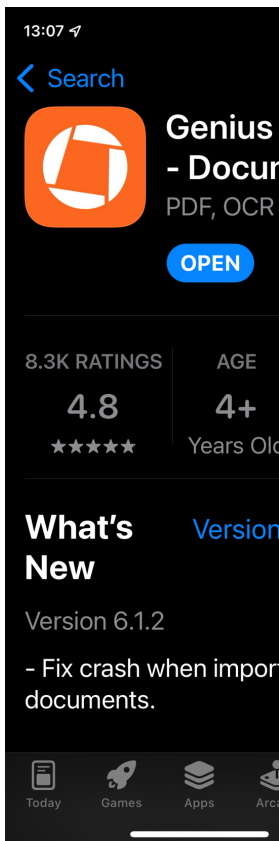


SCANNING MADE EASY

FROM THE ACCOUNTANTS DESK



Genius Scan

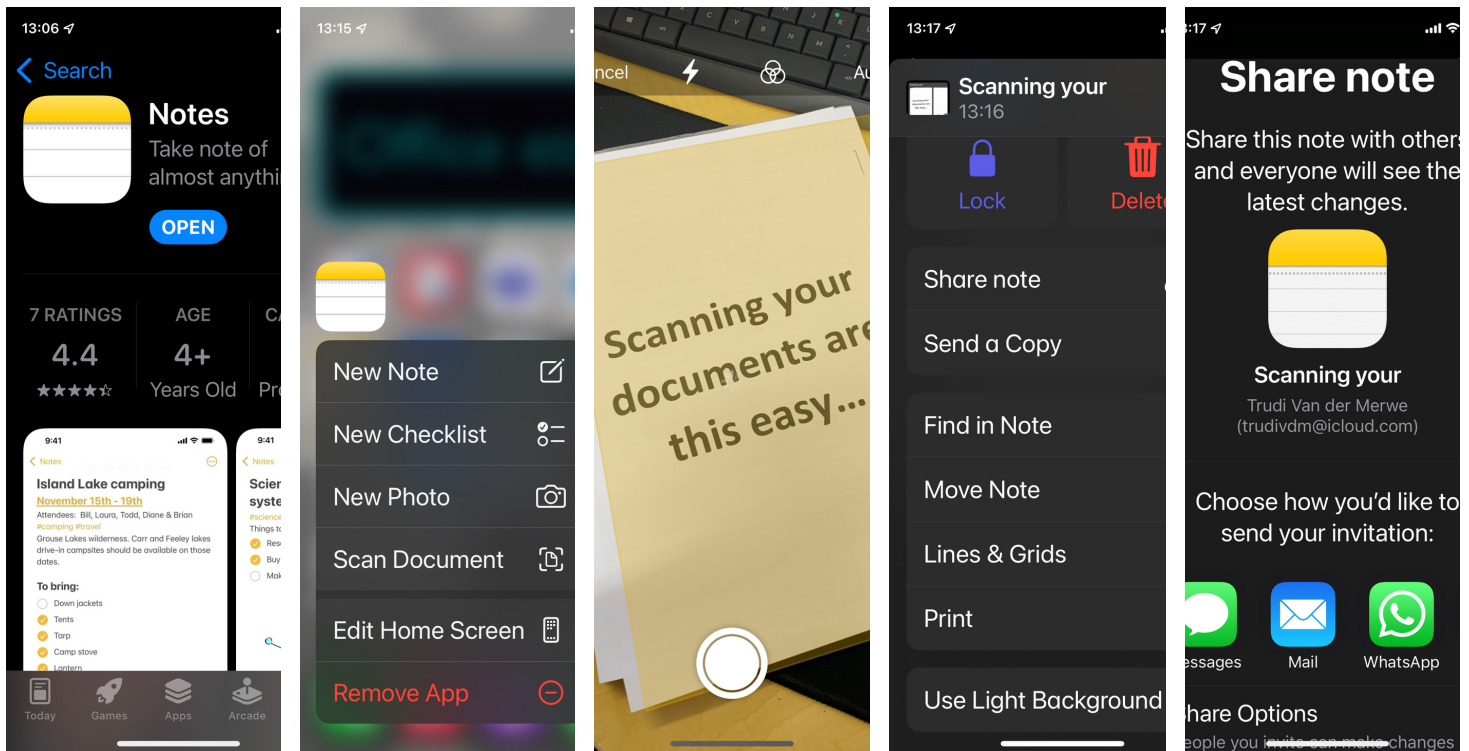


Download Genius Scan, and follow these easy steps:

- Open the app and click on the yellow +
- Hold your phone high enough to see the whole page and press the white 0. This button will show a 1 and you can continue scanning all the pages and press done when complete.
- Select the magic wand ✨ to edit the scan.
- Rename the document by clicking on the top line and save.
- Click on the paper with an arrow icon on the right bottom of the page. This will give you the sending options.
- Click on e-mail and enter our e-mail address and send.



iPhone notes



Notes is a default app on most iPhones. Follow these easy steps:

- Do not open the app, Hold your finger on the icon for a few seconds for the options to pop up.
- Select the Scan Document Option
- Hold your phone high enough to see the whole page and press the white button. You can take multiple photos and press save when done. After each photo you will have to option to adjust the corners and select keep scan, when done.
- Click on the name in the grey block to rename your document.
- Click on the circle with the tree dots on the right-top corner and select Share note.
- Select Mail and enter our e-mail address to send.
(You can rename the subject to the preferred information)