Scanning Documents to PDF Using an Android Phone

1. Download the "Adobe Scan" mobile app on your phone
2. Create an Adobe account or log in using an existing account
3. Follow the instructions on the app to begin scanning a document
    a. Position the document in the box and hold still until the image is captured
    b. Once you've captured a clear image, select "Keep scanning." Repeat this process for all documents
4. When scanning is complete, select "Adjust & Save." Review to confirm that all documents are legible, create a title for your file, and select "Save PDF"
5. Next, you'll need to share the document to move it to your computer
    a. After saving, you should see an option to "Share"
    b. If not, select the "…" button in the upper right corner and view all scans. If you created more than one PDF, you can view them all here. From this screen, select a PDF and "Share"
    c. *We highly encourage you to share this to your Google Drive and then access the secure documents from your computer. Documents containing your Social Security number should not be emailed*
6. Once the scanned PDFs are on your computer, you can upload them to SafeSend or the NetClient Portal