









HOW TO SCAN DOCUMENTS USING AN IPHONE OR ANDROID

Instructions for iPhone, iPad, or iPod touch

1. Open Notes
2. Select the new note icon  in the bottom right corner of the screen
3. Select Camera  then tap Scan Documents
4. Place your document in view of the camera
5. Take a picture. Adjust the corners and select keep scan
6. Continue to take pictures until all pages of the document are scanned
7. When all documents are scanned, tap Save
8. Select the three dots in the upper right corner. 
9. Choose send a copy 
10. Select your preferred email service and send to the assigned Multnomah County Eligibility Clinical Services Specialist or to idd@multco.us

Instructions for an Android

1. Open the Google Drive app 
2. Click the + sign in bottom right corner
3. Tap scan (picture of camera) 
 - a. If this is your first time, click “allow app to use camera”
4. Take a photo of the document you'd like to scan, and press “OK”
5. Crop document if needed. 
6. Click + icon to add additional pages to the document if needed.
7. When all pages are scanned, click “Save”.
8. Change the title of the document to what you want it to be, and click “Save” again.
9. Open the pdf you'd like to share from your Google Drive
 - a. You may be able to find it more easily by clicking the three bar icon within the search bar at the top of the screen, and selecting “Recent”
10. Tap the three dot icon in the top right and select “Share” 
11. Type in email of assigned Multnomah County Eligibility Clinical Services Specialist or to idd@multco.us
12. Or select send a copy, select email and then type in email of assigned Multnomah County Eligibility Clinical Services Specialist or to idd@multco.us

Additional Options

1. Take a photo of the documents using your camera and email the photos
*the photo needs to be high quality in order for our program to request records
2. Download a 3rd party free scanning application