CAMSCANNER APP

How to download CamScanner

1. From your phone open up the web browser and google “CamScanner app”
2. Click on OPEN or GET
3. Click on INSTALL
4. When you open CamScanner for the first time it will ask you to register with your name and email
5. It will also ask if you want to save info to the cloud. Do NOT save info to the cloud. You just want it to save on the phone so you can delete confidential after it has been uploaded and approved.

How to use CamScanner

1. Click on the CamScanner App to open it
2. Click on the camera icon at the bottom
3. Click on BATCH to take pictures of more than one page
4. Take pictures of each page and when done click FINISH
5. Click SHARE at the bottom of the screen
6. Click on PDF.file
7. Click on SMALL
8. Click on SAVE TO FILES (if this is not showing, then click MORE and then this option should appear)
9. Click on ON MY IPHONE (unsure what it says for Android users here)
10. Click on CAMSCANNER
11. Click ADD in the upper right hand side of the screen and now it’ saved to your phone.
12. Open Myclientsplus.com from your phone web browser
13. Log into Myclientsplus.com
14. Click on CLIENT SETUP
15. Choose the client
16. Scroll to the bottom of the setup screen where it says UPLOAD NEW FILES
17. Click on UPLOAD NEW FILES
18. Click on Browse
19. Click on CAMSCANNER app (if you don’t see it click on LOCATION in top left corner and select ON MY IPHONE)
20. You should see the Batch you just saved to your phone and click on it
21. A text box will appear asking you to “Enter a short description of the file” here. Sometimes this appears at the top of the screen so you may have to scroll up to find it. Include the Name of the file and the date and then click OK
22. Click on VIEW FILES to review it has been uploaded
23. Send a to-do task to your billing reviewer
24. The billing reviewer will change the date these forms get updated
25. Once the date is change, you know it has been approved, then delete the forms from CamScanner.