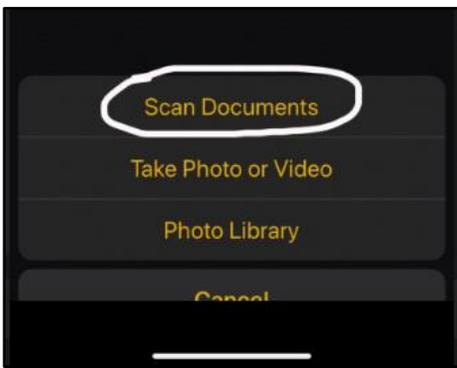


How to scan documents using an iPhone

1. Open the **Notes** app on your iPhone. (*Pre-Installed*)
2. Click on the **Camera** icon



3. Then click on **Scan Documents**



4. Scan the necessary document and click **Save** in the bottom right corner.
5. Once all documents are scanned -- you may submit them to us via [MappingXpress](#) (*Passcode: RCSJ1400*) or you can email them to us from your RCSJ email account to financialaid@rcsj.edu.
Note: No documentation will be accepted if sent from your personal email account.