# UniteCT

**Emergency Rental Assistance for Connecticut's Economy**
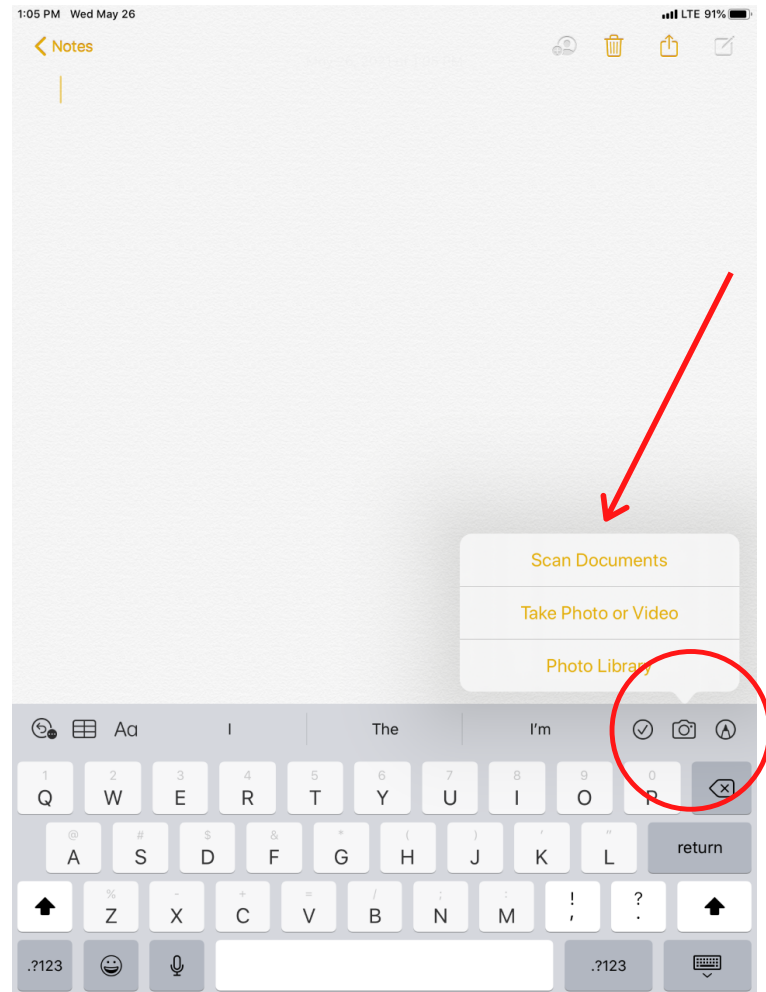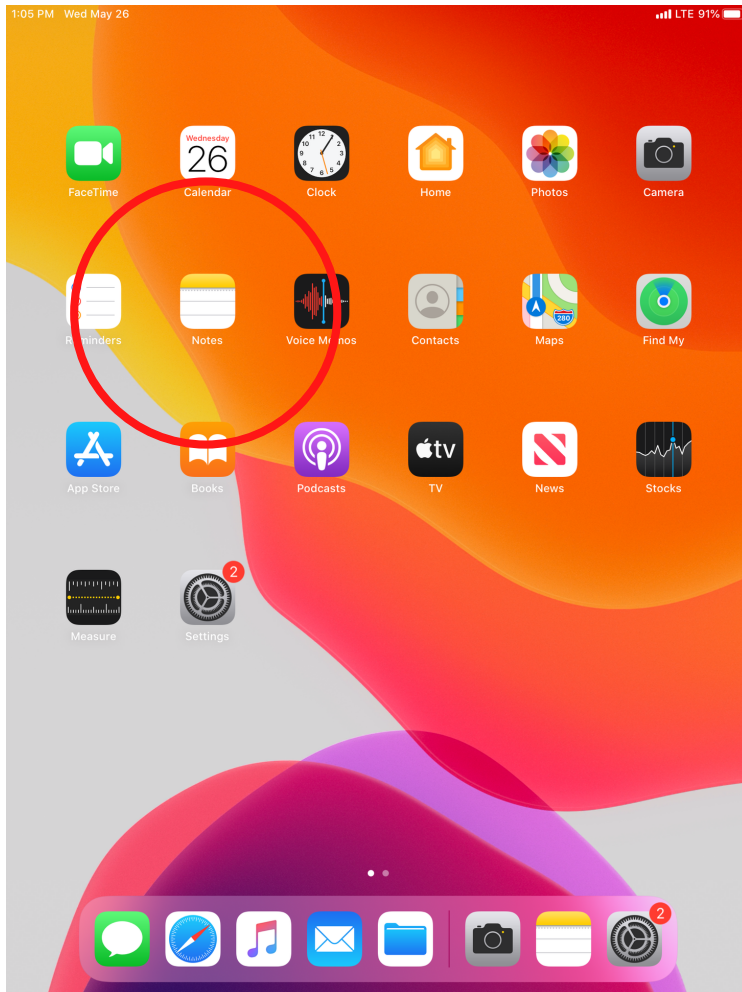
CONNECTICUT
Department of Housing

## How to scan documents using the Notes app

**1** **Open the Notes app**
Click on the square icon with a pencil in it (located on the bottom right icon) to create a new note

**2** **Open the camera icon**
Click on "Scan Documents"



**For more information:**

www.UniteCT@ct.gov          DOH-UniteCT@ct.gov          1-844-UniteCT
1-844-864-8328

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## How to scan documents using the Notes app

### 3 Scan documents

For convenience, the app will create borders around your document. Once you take the pictures, you can adjust the borders of the file by dragging each corner.



### 4 Finalize your scan

Upload all pages of the document. Once you are done, click save in the bottom right corner. Now. your file is ready for export.
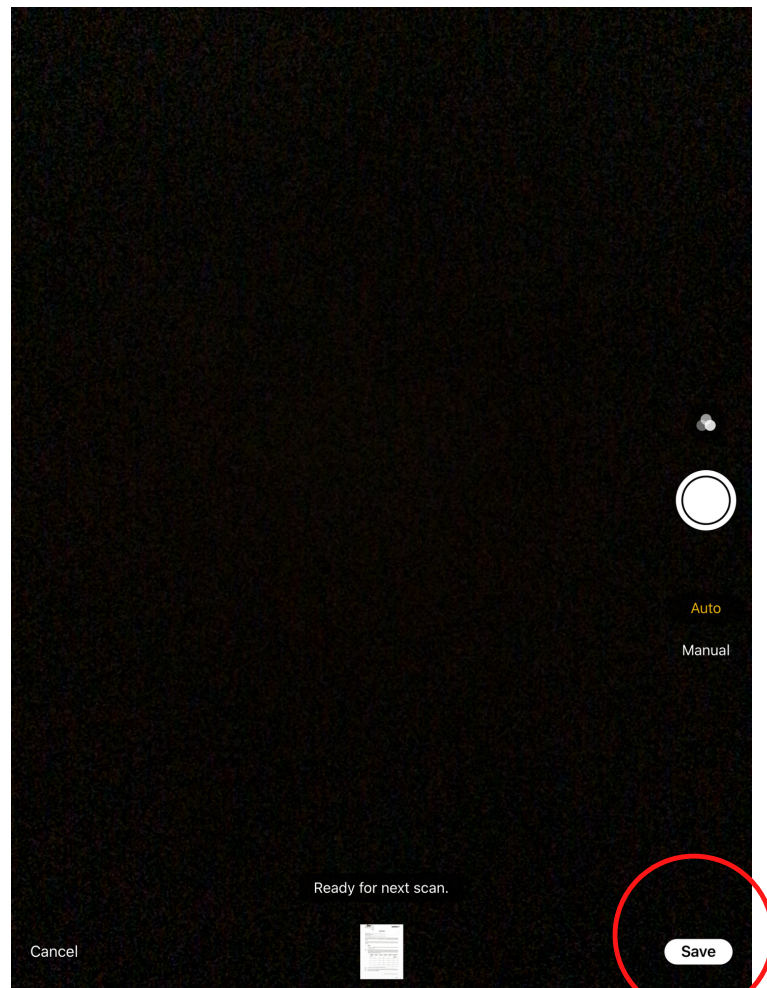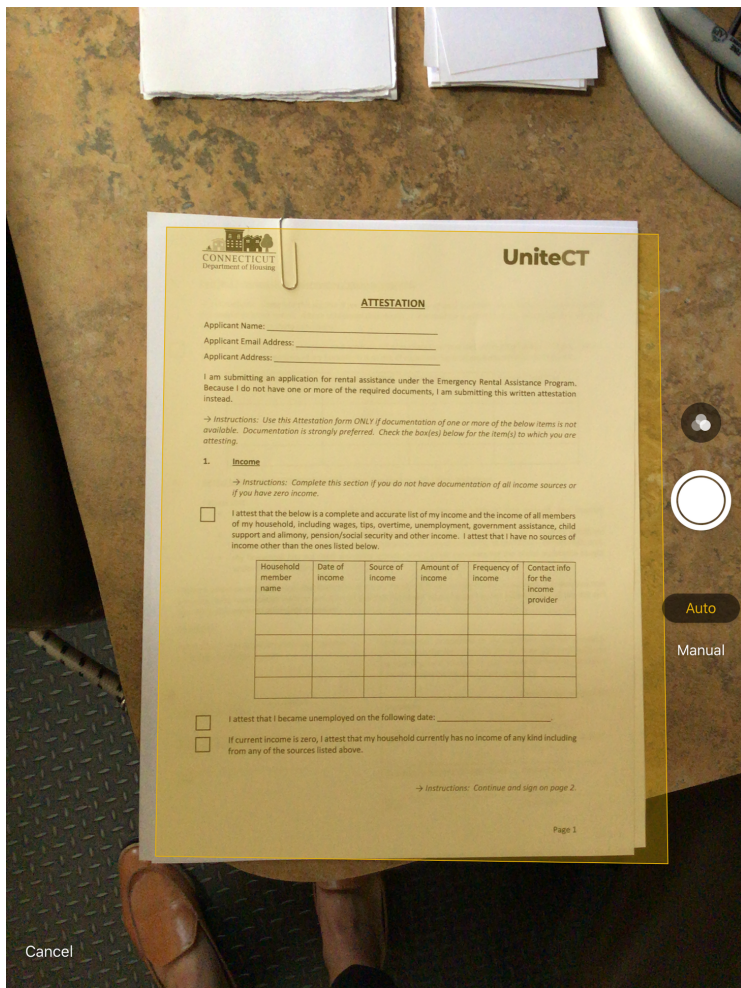


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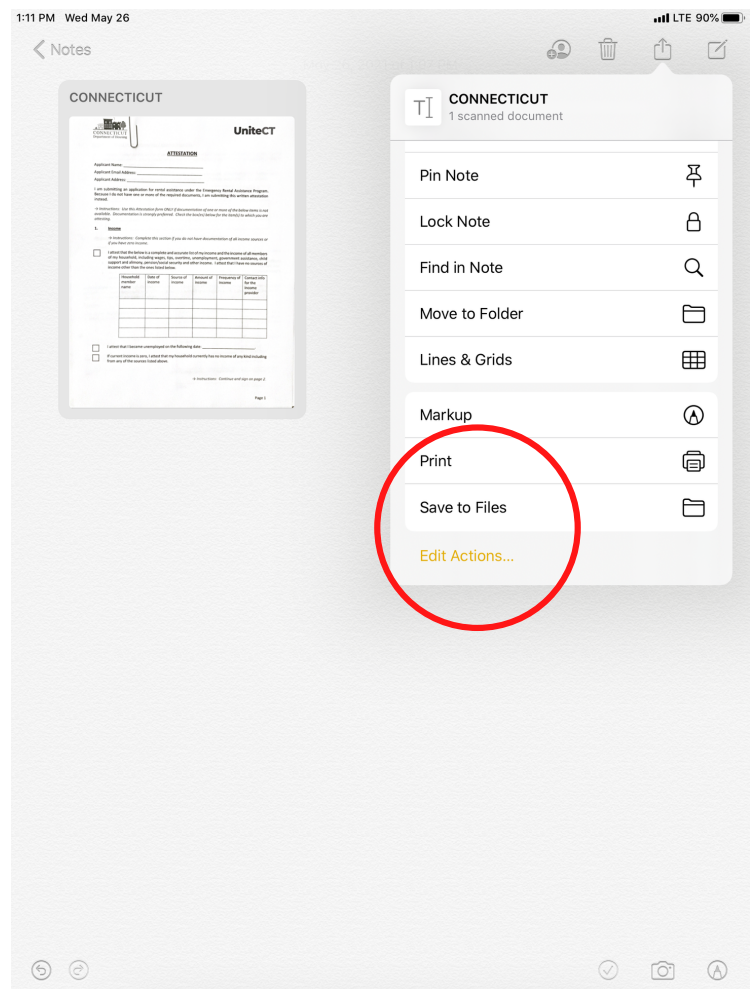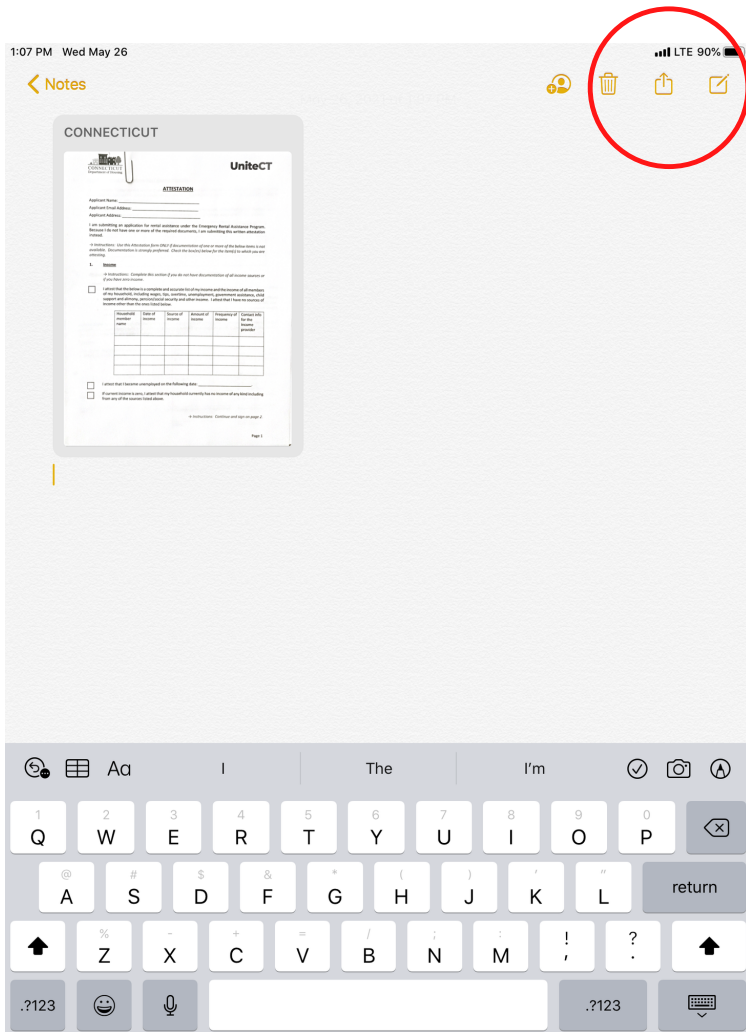
✉ **DOH-UniteCT@ct.gov**

📞 **1-844-UniteCT**
**1-844-864-8328**

# How to scan documents using the Notes app

**5** ## Export the file
To export, click on the paper icon with an arrow coming out of it.

**6** ## Click "Save to Files"
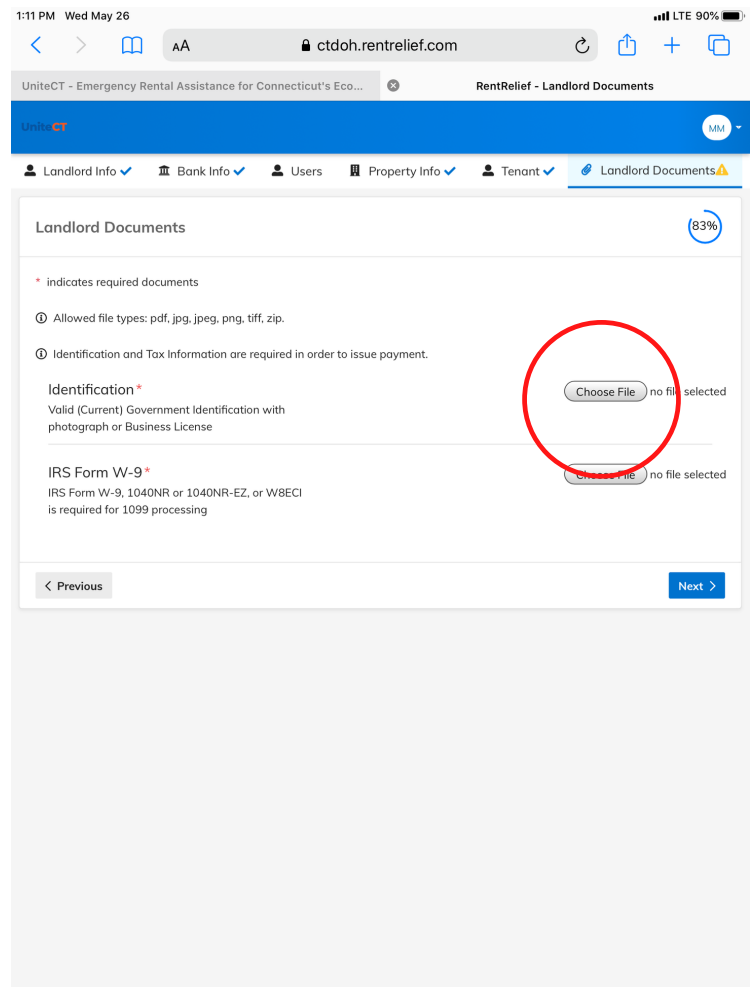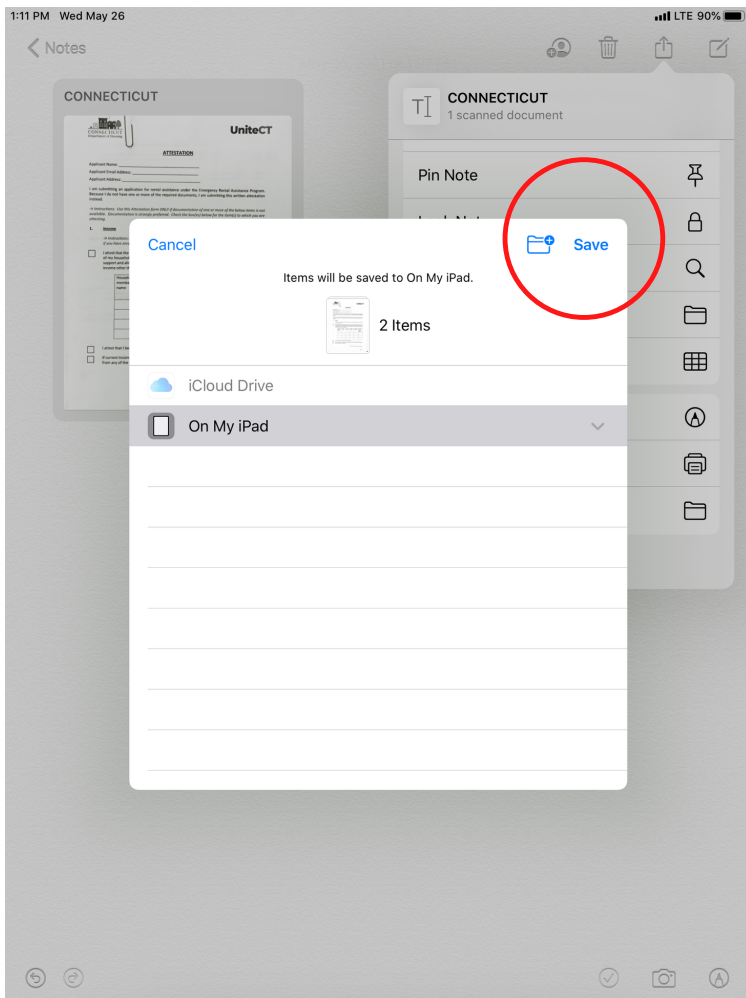This will allow you to save the scanned document to your ipad or phone.

# How to scan documents using the Notes app

**7** ## Click save
This will save the document to your device.

**8** ## Login to your account on Yardi
Go to the section where you want to upload documents. Click "choose file."





## For more information:

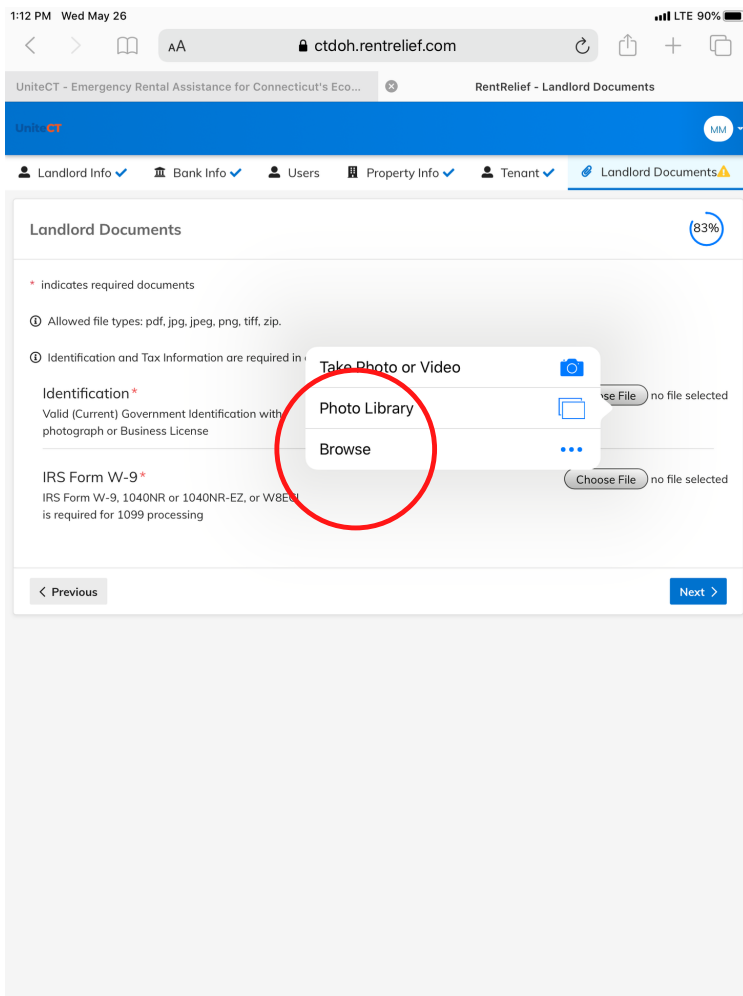www.UniteCT@ct.gov

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## Emergency Rental Assistance for Connecticut's Economy

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# How to scan documents using the Notes app

**9** Click "browse" and upload the document



**10** Your document has been uploaded successfully



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