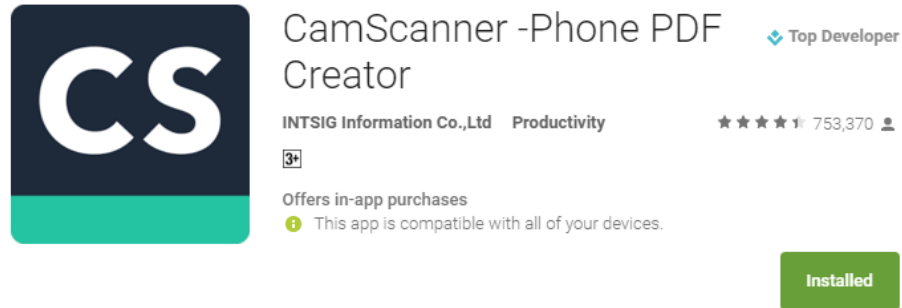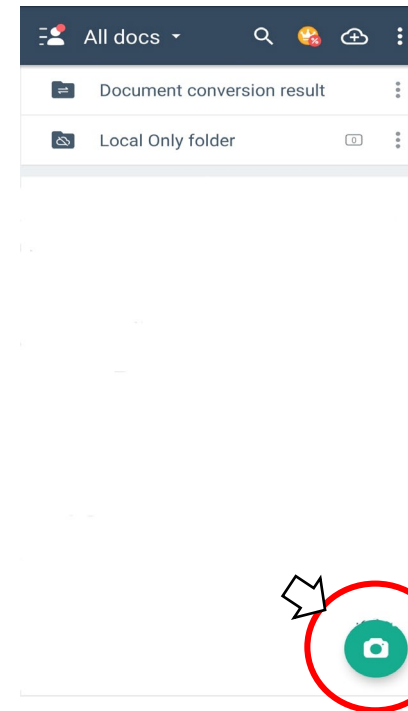# Instructions for using 'CamScanner' Application
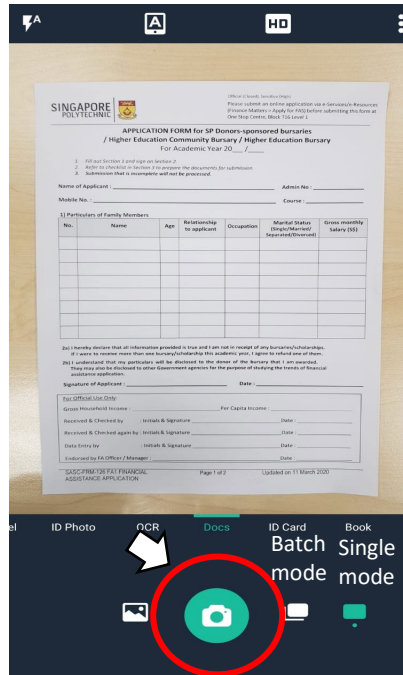
STEP 1

Download the '**CamScanner**'
Application from Google Play Store
(for Android Users) or App Store
(for Iphone Users)

STEP 2

Click on the '**Camera Button**'
located on the Bottom Right
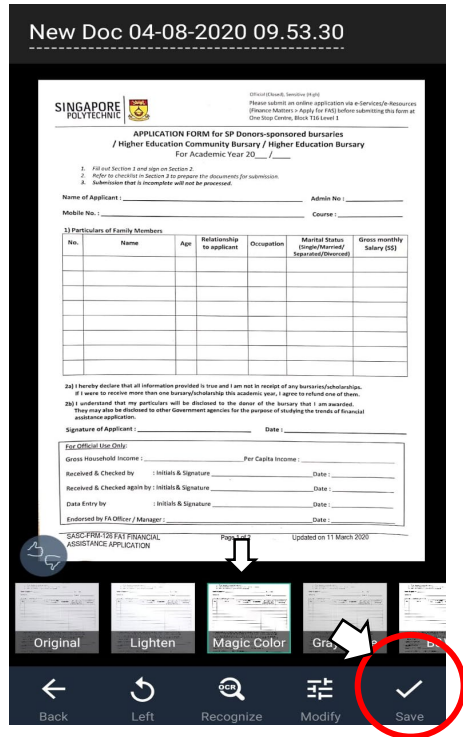Hand Corner

STEP 3

Place **hardcopy documents** on a flat surface and take a photo using the 'Camera Button' located at the Bottom using the **Single or Batch Mode** (to take multiple pictures at a time)
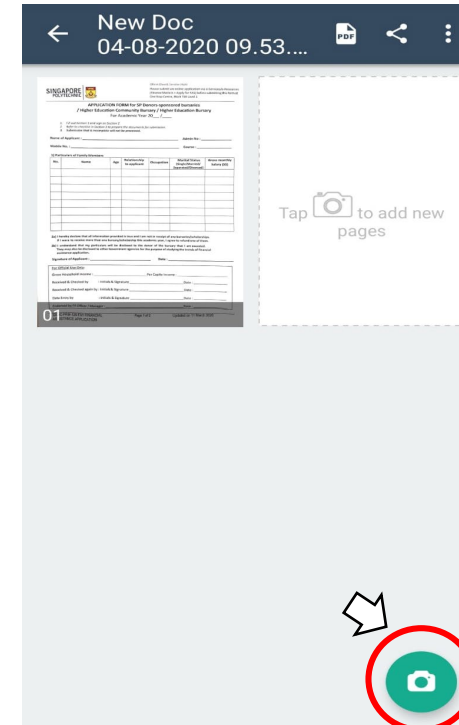
STEP 4

Crop the picture and ensure that document is clear and visible and **Click 'Next'**
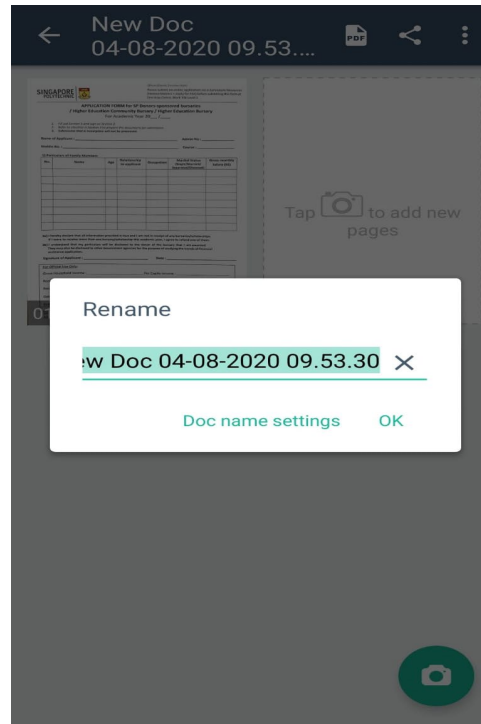
STEP 5

Select the 'Magic Color' filter and Click 'Save'

STEP 6

Tap on the 'Camera Button' to add pictures of other hardcopy documents by using steps 3-5

STEP 7

Once completed, rename the file as
<SP Admin No._Name shown in
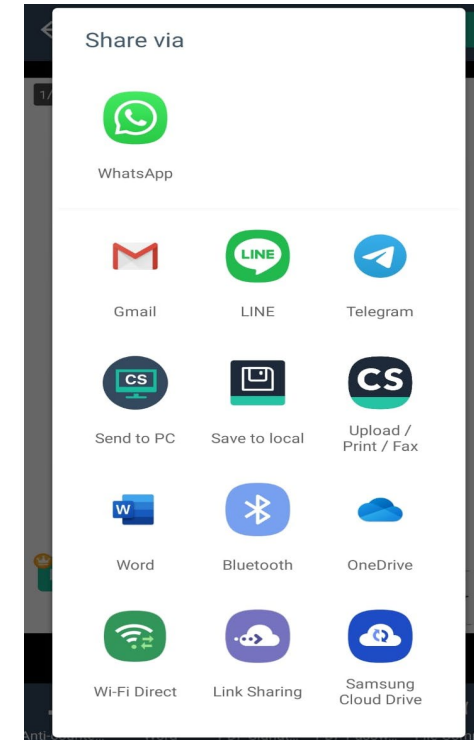NRIC>
eg.1912345_CHAR BEE HOON

STEP 8

Then, tap on the **'PDF logo'** located
at the top right hand corner to
convert your document into a PDF
file

STEP 9

Click **'Share'**

STEP 10

Select a platform that you can access easily on your computer (eg. Gmail)

STEP 11

For other supporting documents that are in softcopy and cannot be scanned (eg. CPF Contribution History etc.), do submit in the given email (Refer to *GUIDE FOR UPLOADING DOCUMENTS*) along with the pdf file you have just created for the application process and **rename it as <SP Admin No._Name shown in NRIC_Type of Document>**

eg.1912345_CHAR BEE HOON_CPF Contribution History