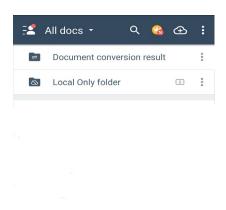


Instructions for using 'CamScanner' Application



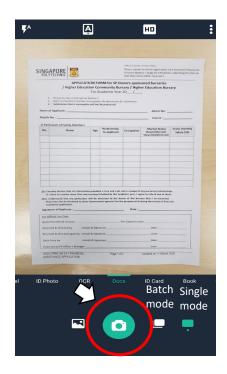
Download the 'CamScanner'
Application from Google Play Store
(for Android Users) or App Store
(for Iphone Users)

STEP 2





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

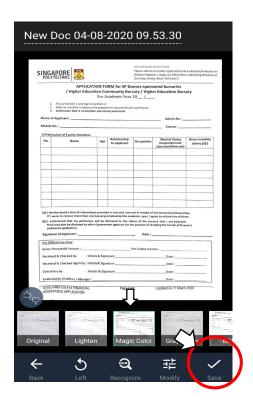


Place hardcopy documents on a flat surface and take a photo using the 'Camera Button' located at the Bottom using the Single or Batch Mode (to take multiple pictures at a time)

STEP 4



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

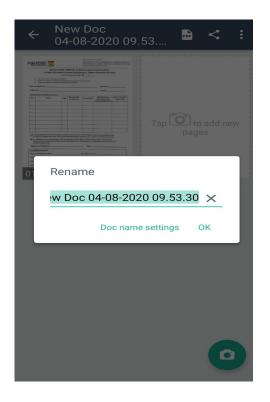


Select the 'Magic Color' filter and Click 'Save'

STEP 6



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



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

STEP 8

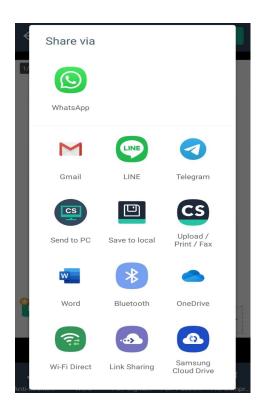


Then, tap on the 'PDF logo' located at the top right hand corner to convert your document into a PDF file

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Click 'Share'

STEP 10



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

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