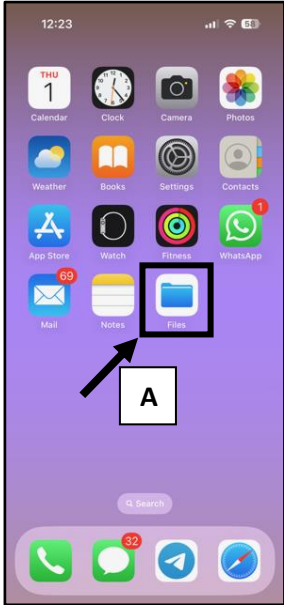
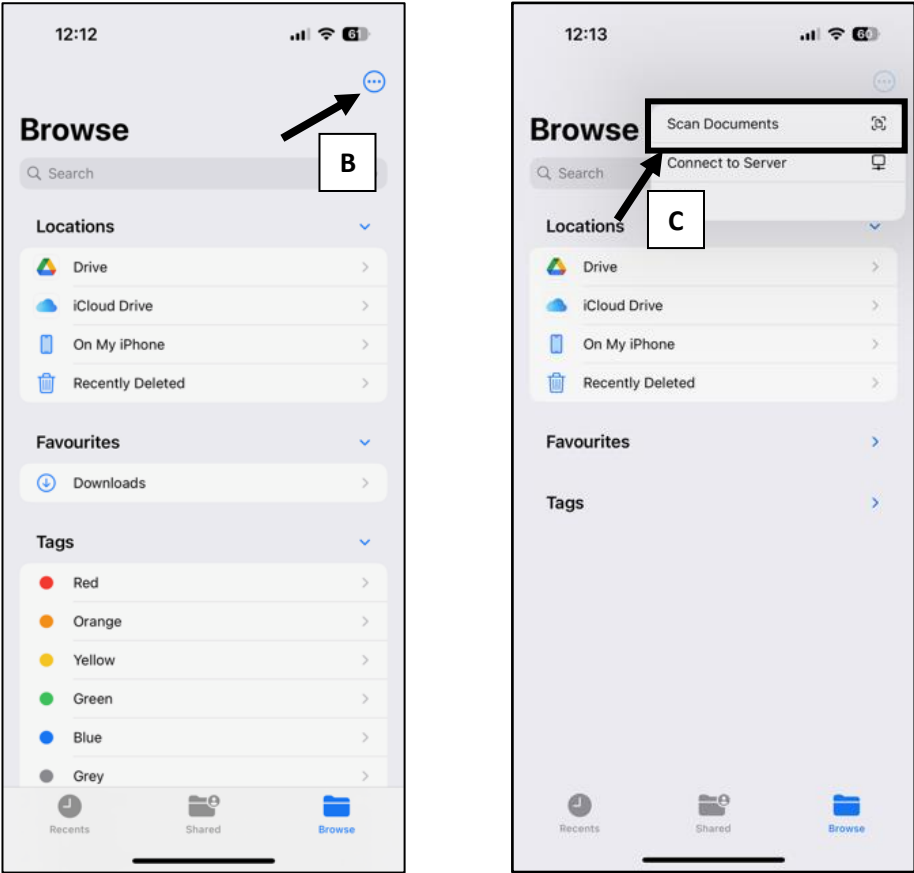
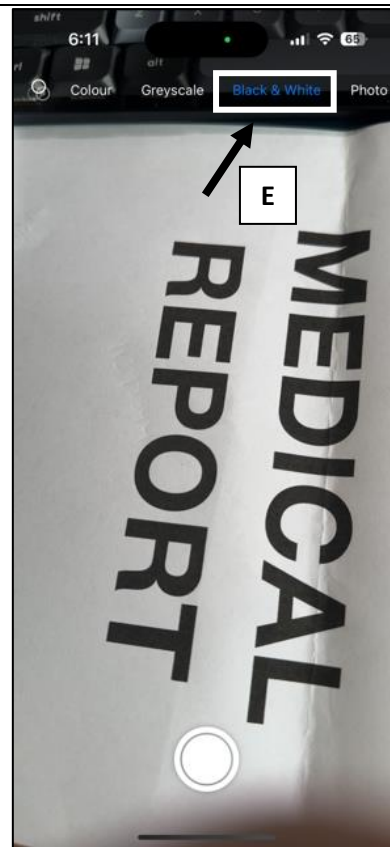


For iOS

Step	Instruction
<p>1</p>	<p>Open the Files app on your iOS device¹.</p>  <p>¹ If you have deleted the Files app, you will need to reinstall the app via the App Store.</p>
<p>2</p>	<p>On the Browse screen, tap the button (the circle containing three dots) at the top-right corner of the screen. Select “Scan Documents” from the pop-up menu.</p> 
<p>3</p>	<p>Tap on the icon with the 3 rings, then select “Black & White”.</p>



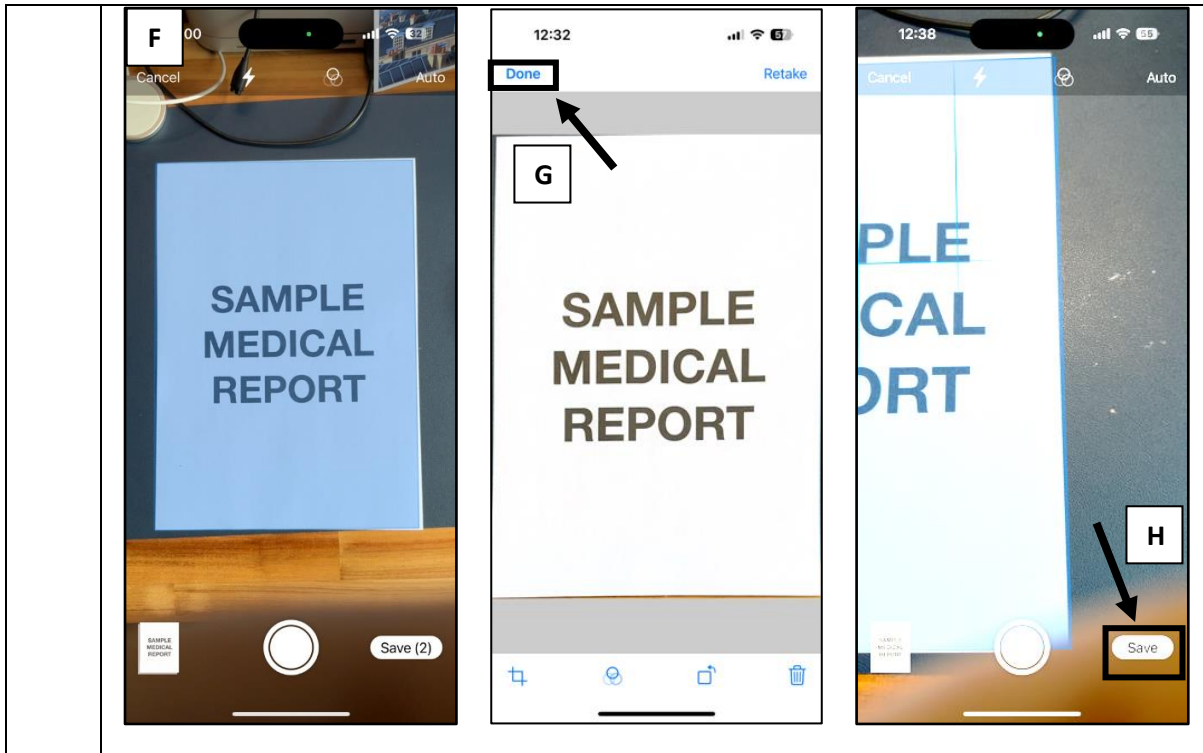
Position the document within your device's screen. The camera will try to detect a document and automatically capture it. Otherwise, you may tap on the round icon at the bottom of your device screen to manually capture the scan.

Scan **all pages** of your medical examination report.

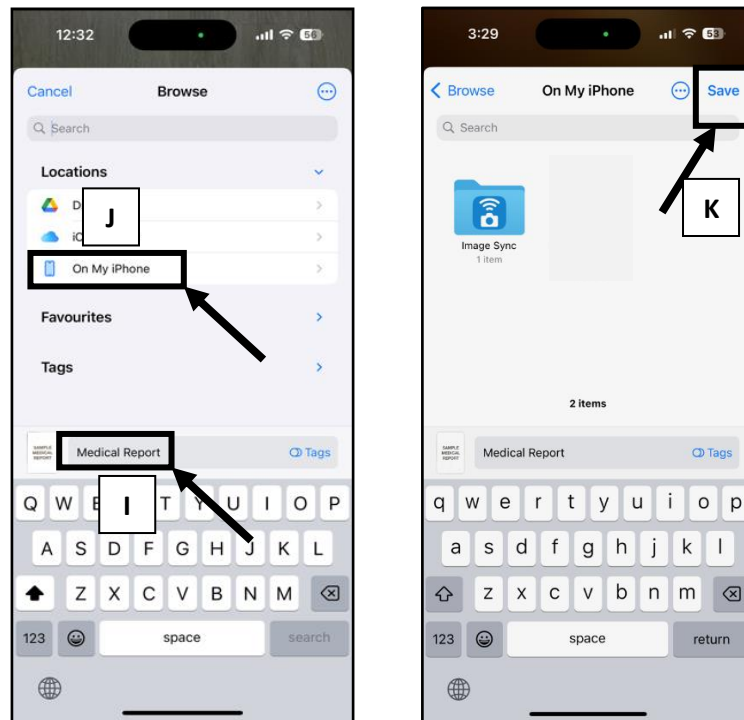
If you would like to retake a page, click on the image icon to open the image, then tap "Retake" located on the top right-hand corner.

When you are done, tap "Done", then tap "Save".

User guide for document scanning and upload

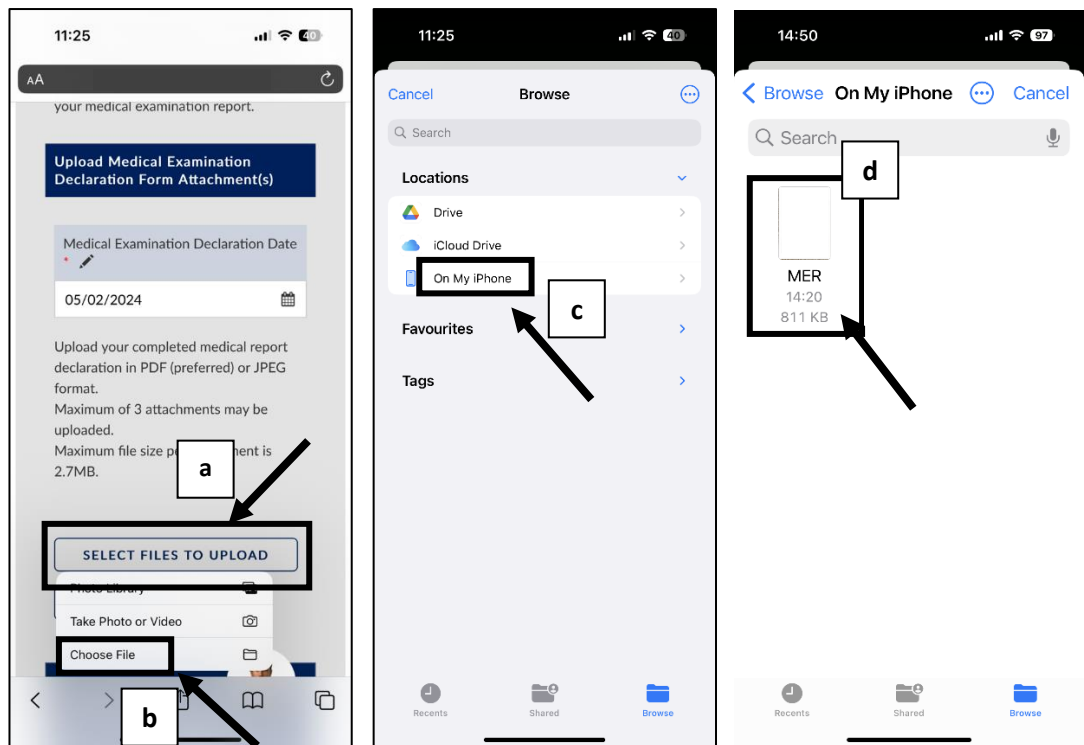


- 4 Rename the file as “MER”, then select “On my iPhone” to save your scan as a PDF. Tap “Save”. The PDF is now saved in the selected folder.



- 5 To upload the document,
- a) Tap on “SELECT FILES TO UPLOAD”
 - b) Then tap on “Choose File”
 - c) At the “Browse” menu, tap on “On My iPhone”.

d) Then select “MER”.



e) Lastly, tap on “PROCEED” to upload the file.

f) Upon successful upload, you will be prompted to enter your email address and contact number.

