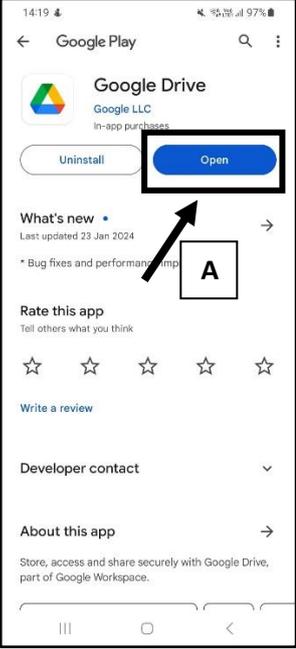User guide for document scanning and upload

For Android

Step	Instruction
1	Download and install the "Google Drive" app via the Google Play Store. Once installed, open the Google Drive app.
2	Tap 📷 to scan medical examination report.
3	Position the document within your device screen to scan the document. You may choose to rescan the document by tapping on "Retake".

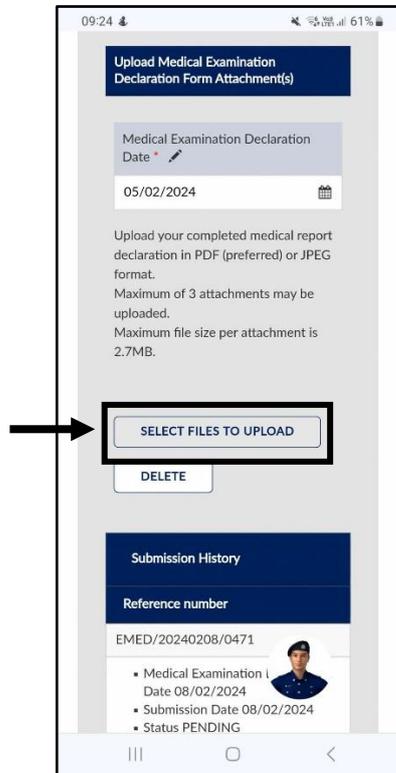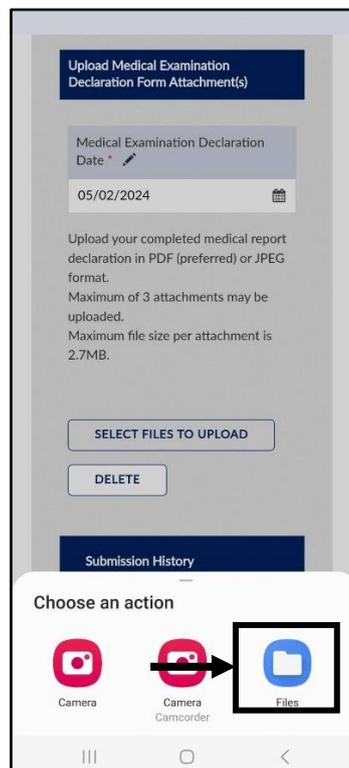|	
	After scanning page 1, tap on the "+" button to add the next page. Scan **all pages** of your medical examination report. When you're done scanning, tap "Done".
4	Rename the file as "MER". The file will be saved as a PDF file. Tap "Save". The PDF is now saved in selected folder.

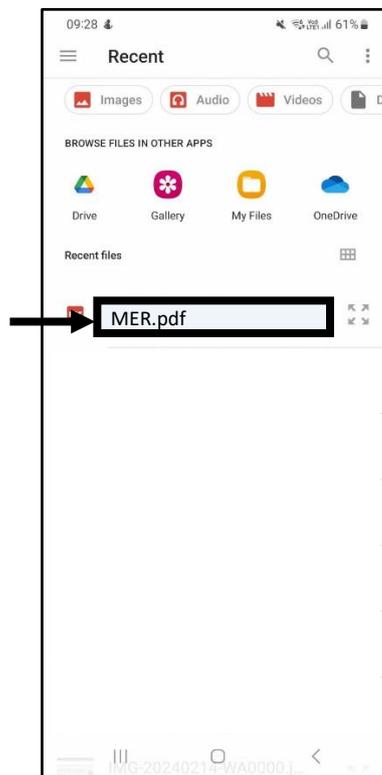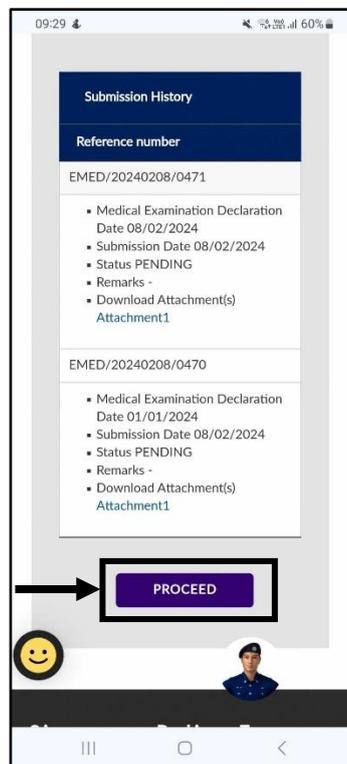|	
5	To upload the document,
	a) Tap on "SELECT FILES TO UPLOAD".
	b) Then tap on "File".

c) Then select "MER.pdf".

d) Lastly, tap on "PROCEED" to upload the file.

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