



HOW DO I SCAN AND SUBMIT MY RECEIPTS FOR MY EVENT

Scanning creates an electronic copy (or *file*) of a paper document. There are various methods to accomplish this, but you will end up with a separate *file* for each receipt that you can then email to admin@sistersonthefly.com to submit the receipts for your event.

If you know your way around your cell phone, the most straight-forward way to scan is to use your cell phone to take a picture of each receipt, select them from your pictures folder, and attach them to your email. Since every model of every phone is different, we cannot provide instructions for them all; however, below are instructions for an iPhone XR.

If you have a scanner, you can scan receipts to a file in your My Scans folder and attach these files to your email.

If all else fails, take your receipts to Kinkos or a similar store. Personnel there will help you scan and email the receipts.

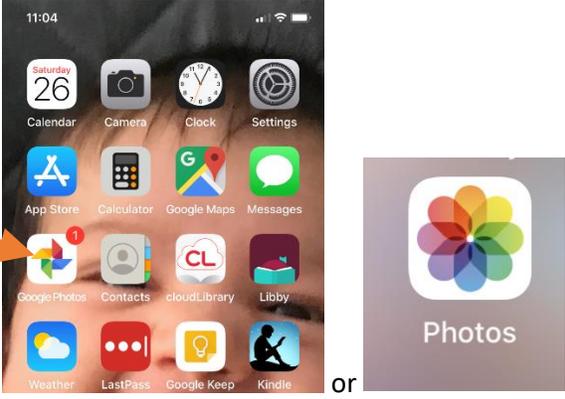
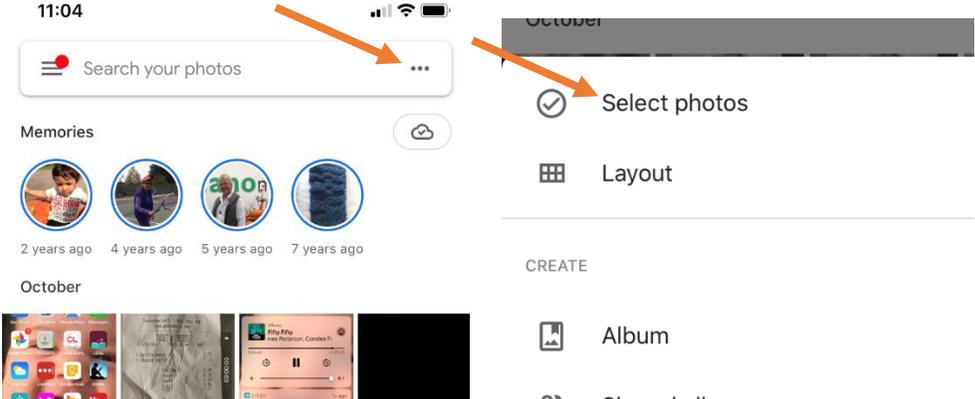
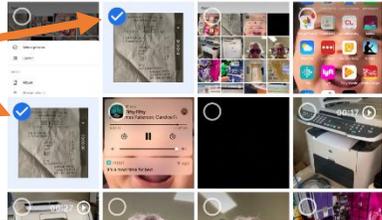
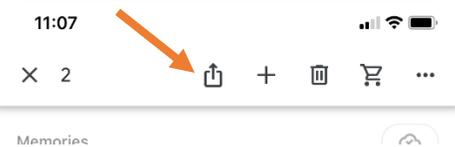
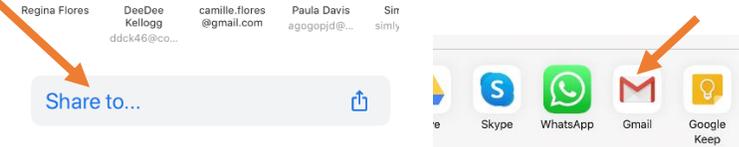
One caveat: the scanned receipts **MUST** be clear and legible! Think IRS. Better yet, think IRS audit!!

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HOW TO SCAN AND EMAIL EVENT RECEIPTS WITH AN IPHONE XR

<p>1</p>	<p>Click Camera.</p>  <p>Result: The camera will open.</p>
<p>2</p>	<p>Click the big, white circle to take a clear, close-up photo of each receipt.</p>  <p>Note: Try tipping the iPhone back and forth to improve focus. Try getting closer to the receipt.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>GOOD</p>  </div> <div style="text-align: center;"> <p>BAD</p>  </div> </div>

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3	<p>Click the icon for your photos.</p>  <p>OR</p>
4	<p>Click the three dots, and then click Select Photos.</p> 
5	<p>Click each receipt.</p> 
6	<p>Click the upload icon.</p> 
7	<p>Click Share To, and scroll until you see your mail icon.</p> 

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Click your mail icon; then write and send an email to the Sister's ADMIN.

