

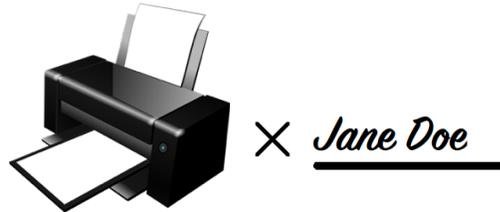
# Use a Mobile App to Scan a Signed PDF

## A Step-by-Step Guide

The steps below assume signee is able to print and sign a document, but does not have access to a scanner.

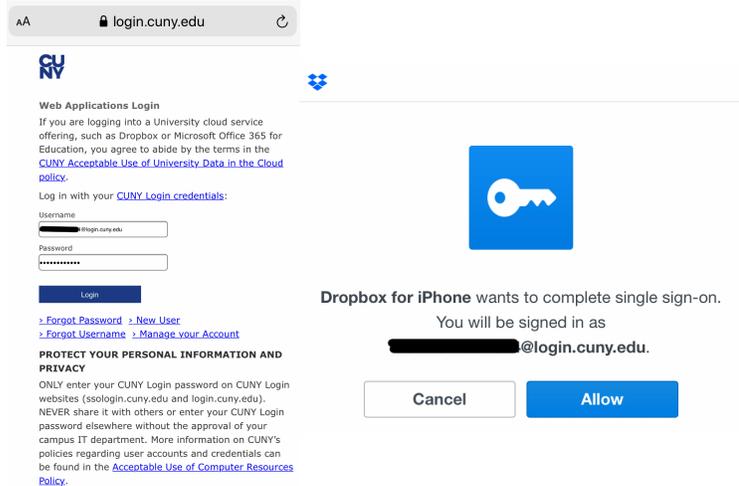
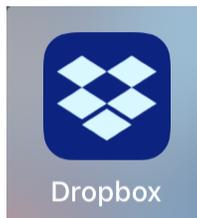
Step	Screen Shot
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Print and sign the document.



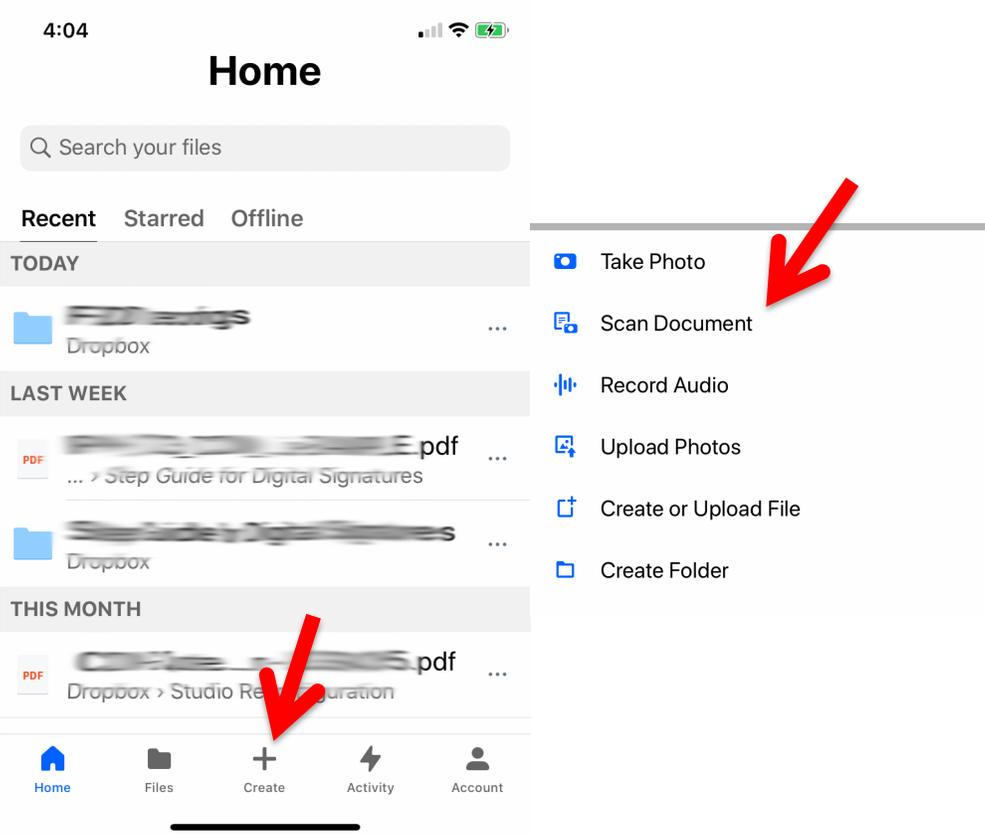
There are several mobile apps that can create PDF documents using the device's camera. OFDIT recommends using the Dropbox mobile app available for iOS and Android devices. All CUNY Faculty/Staff have access to a free Dropbox account (see notes below for details). This Step Guide will use the Dropbox app on an iOS device as an example.

Install and sign into the Dropbox mobile app on your device.



Step	Screen Shot
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Open the Dropbox app on your device. Touch the “+ Create” button. On the following menu tap “Scan Document.”



## Step

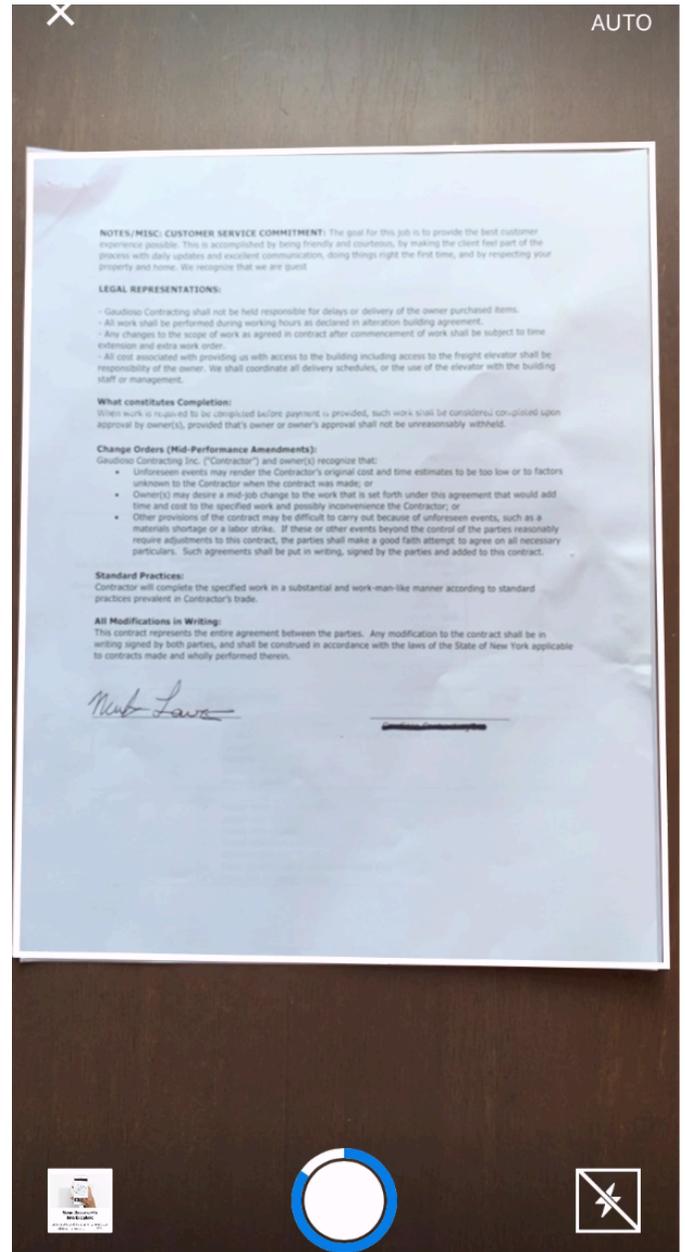
## Screen Shot

Place your signed document on a flat surface near a light source (ex. next to a window during the day). Take a moment to clear anything off the surface, away from the document.

After tapping “Scan Document” you may be prompted to allow Dropbox to access your camera and photos. Please choose “Allow” for both.

Aim your device so the white border fits around the edges of your document. The Dropbox app will recognize the page and automatically take a picture.

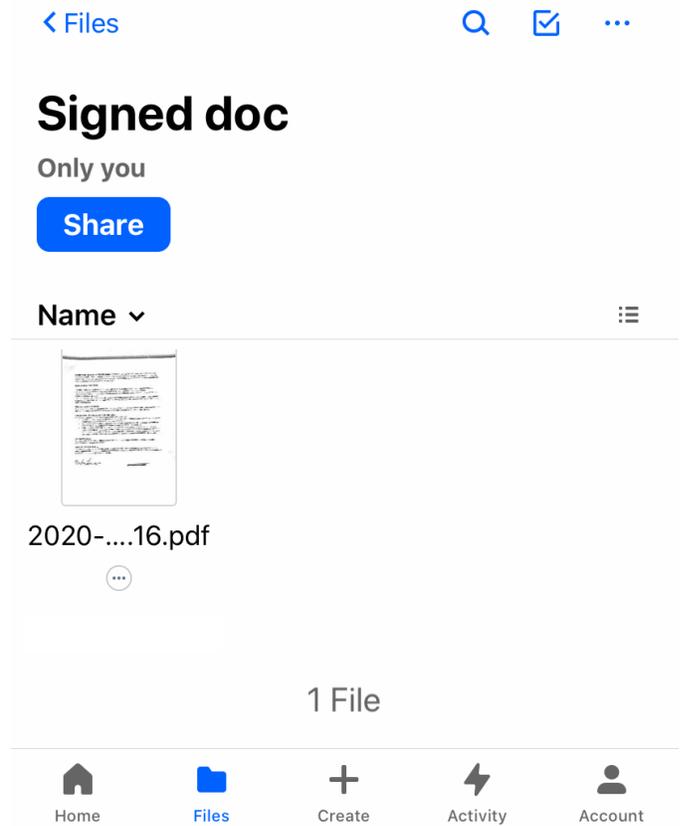
After Dropbox takes a picture, it will give you a preview of the document. Tap the “Next” button at the top of the screen.



Step	Screen Shot
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You'll be prompted to "Save" the PDF to your Dropbox account. Remember where it is saved.

Email this signed PDF to [ofdit@sps.cuny.edu](mailto:ofdit@sps.cuny.edu).



Note: To claim your Dropbox account visit the [CUNY Technology Services' Dropbox page](#).