Scanning Mortgage Documents using your Mobile Device

Scanning with an iPhone:

1. Open Notes and select a note or create a new one.
2. Tap the camera button, then tap "scan documents".
3. Place your document in view of the camera.
4. If your device is in the auto mode, your document will automatically scan.
5. Tap "Save" or add additional scans to the document.
6. Tap the top right-hand corner to send a copy via email to mortgage@gotexar.com.

Scanning with an Android:

1. Open the Google Drive app.
2. In the bottom right, tap Add.
3. Tap Scan.
4. Take a photo of the document you'd like to scan. Adjust scan area: Tap Crop. Take photo again: Tap Re-scan current page. Scan another page: Tap Add.
5. To save he finished document, tap Done.
6. Email a copy to mortgage@gotexar.com.

For additional questions, please call 903.223.0000 ext. 1097.

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