

Scanning & emailing documents from your devices Tip Sheet

Purpose

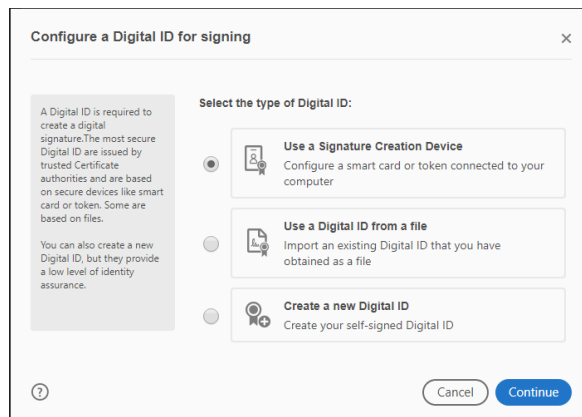
To provide step-by-step instructions on how to complete a fillable PDF form and scan & e-mail documents to CHC Membership Administration, from your Android or Apple Devices.

Tips to assist with processing

1. Submit a fillable PDF form that is completed with *typed* text. ****preferred****
 - Save all pages of the completed form as one file.
 - Note: Typed text is easier to process than handwritten text, which can be hard to read and may result in processing errors or additional processing time.
2. If unable to use fillable PDF form, complete a paper form by hand.
 - Scan all pages of the completed form into one file.
 - Note: Print or block script writing is easier to process than cursive/longhand.
3. Scan all supporting documents in one file.

How to Use Fillable PDF Form (see Appendix for how to access Fillable PDF Forms)

1. Before completing/filling in information, save the form using **save as** to your desktop or documents.
 - a. Right click on form and click **Save As**
 - b. Save to your desktop or documents
2. Open the saved form from your computer
3. Complete the form by filling in applicable information
4. Create an electronic signature
 - a. **Note: depending on Adobe version being used, screenshots and/or steps may vary**
 - b. Click on **Required Signature** field



- c. Select **Use a Signature Creation Device** and click **Continue**
- d. Select **Save to File** and click **Continue**

Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

Save to File
 Save the Digital ID to a file in your computer

Save to Windows Certificate Store
 Save the Digital ID to Windows Certificate Store to be shared with other applications

e. Fill in required fields: **Name** and **Email Address** and click **Continue**

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:
 Organizational Unit:
 Organization Name:
 Email Address:
 Country/Region:
 Key Algorithm:
 Use Digital ID for:

f. Confirm where Digital ID will be saved and update as necessary

g. Create and confirm a password

h. Click **Save**

Save the self-signed Digital ID to a file ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up.

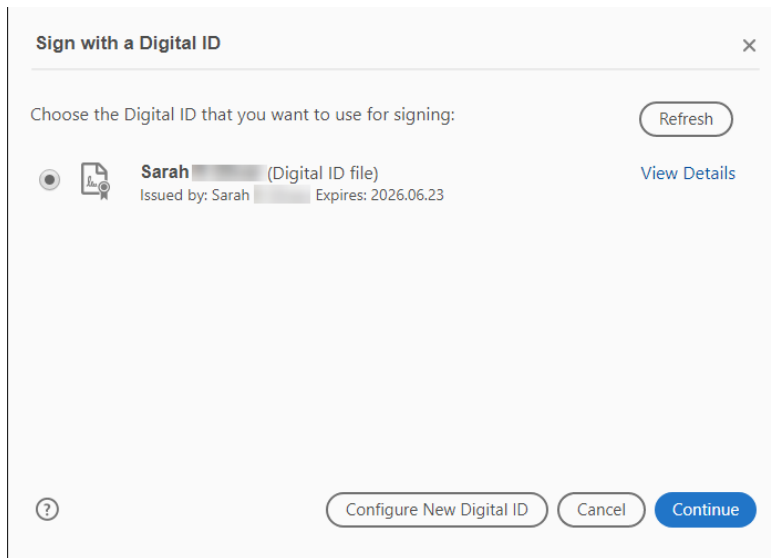
Your Digital ID will be saved at the following location :

C:\Users\

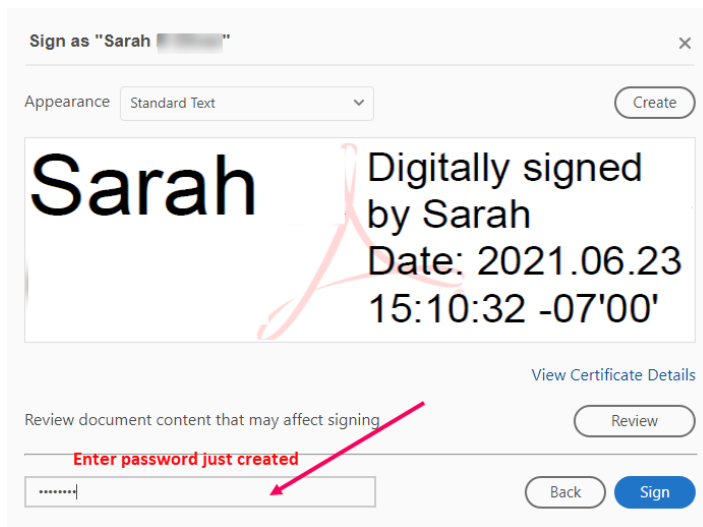
Apply a password to protect the Digital ID:

Confirm the password:

- i. Confirm information listed is correct and click **Continue**

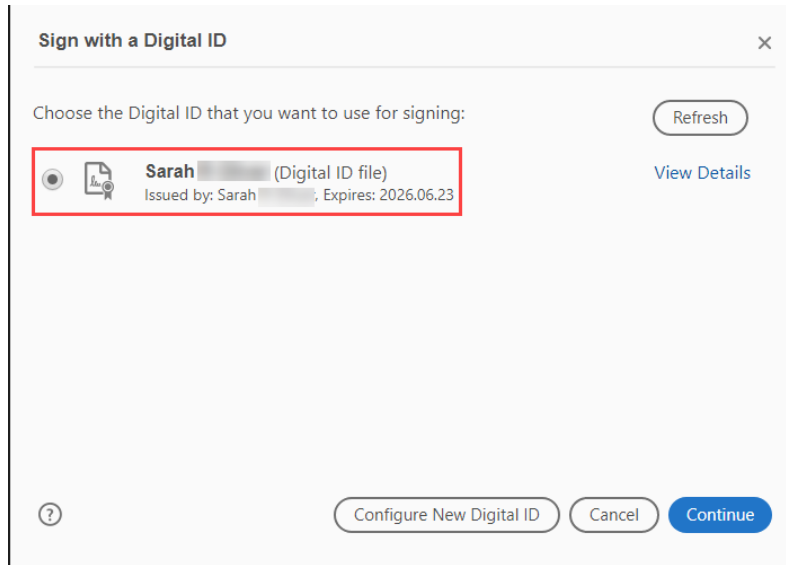


- j. The Digital Signature just created will appear
k. Enter password
l. Click on **Sign**
m. Digital Signature will appear with Date stamp including time

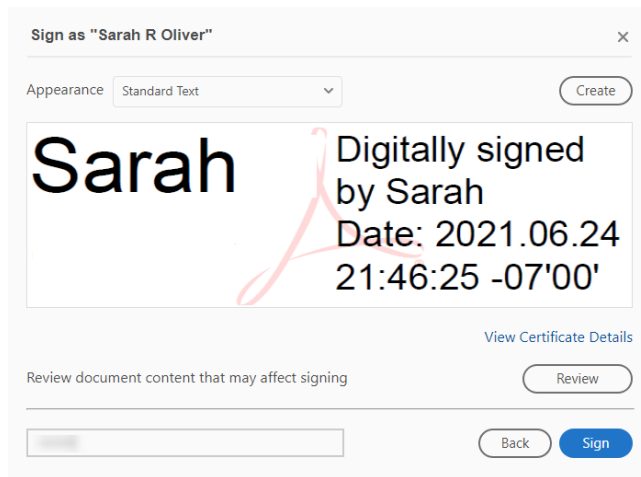


5. Once all applicable information has been entered – including all required electronic signature(s) – **save** completed form to your computer
6. Send completed form via email to CHC-Applications@kp.org for processing
7. Tips:
- a. Use the latest version of Adobe Reader. Latest version is available from Adobe at <http://get.adobe.com/reader/>.
 - b. Mac users: don't use Preview: Do not use the Preview program to fill in the PDF form.
 - c. Chrome users: Do not use the Chrome PDF viewer program to fill in the PDF form.
 - d. If you cannot see the complete text of what you typed, your text is too long. Shorten text to fit within field.

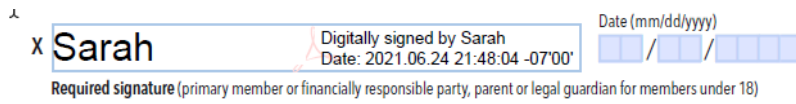
- e. How to use Digital Signature after it has been setup
 - i. **Note:** depending on Adobe version being used, screenshots and/or steps may vary
 - ii. Click on field within form requiring signature
 - iii. Confirm applicable Digital ID (digital signature) is selected
 - iv. Click **Continue**



- v. Enter **Password** previously created
- vi. Click **Sign**



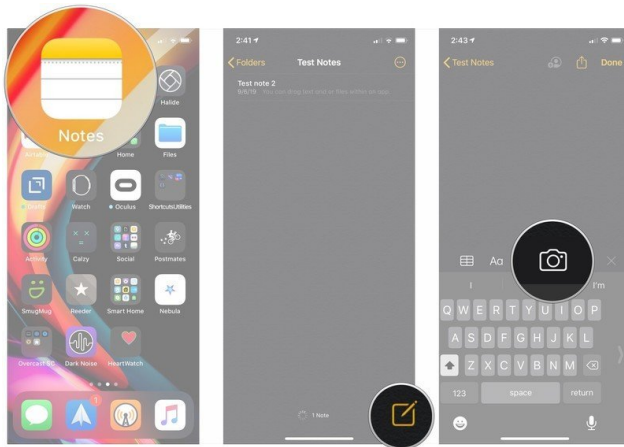
- vii. Digital Signature will appear on form



How to Use Document Scanner in the Notes app on iPhone and iPad (for submitting hand-completed forms, and supporting documents)

Partial information used from the following source: <https://www.imore.com/how-use-document-scanner-iphone-and-ipad>

1. Open **Notes** on your iPhone or iPad.
2. Create a **new note**.
3. Tap the **camera button** at the bottom of the screen or above the keyboard.



4. Tap **Scan Documents**.
5. Line up the **document** you want to scan.
6. An image will be captured and **Retake** and **Keep Scan** options are listed. If you are satisfied by scan click on **Keep Scan**.



7. Tap the **shutter button** if the scanner doesn't automatically scan the document. Repeat this step for every document you want to scan.
8. Tap **Save** after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.

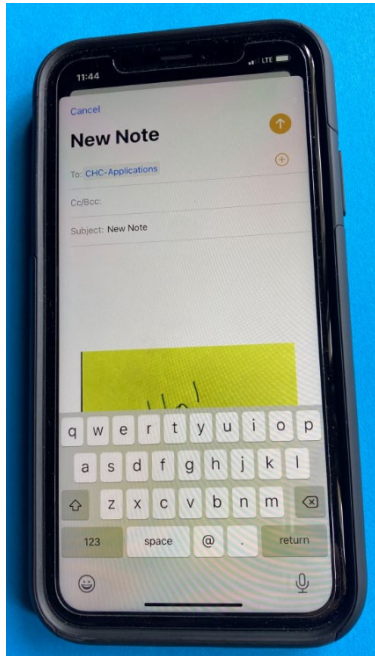
9. The scanned pages will populate in a new note in the Notes app.



10. To email scan, locate scan in Notes, double click to open
11. Click on upper right hand corner
12. Send a **copy**
13. Click on **Mail**



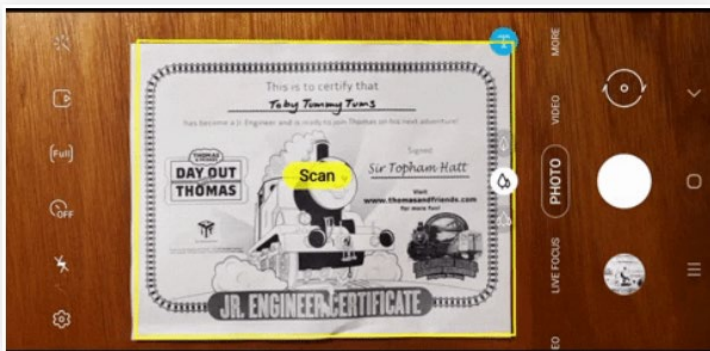
14. In the **To: Field**, enter CHC-Applications@kp.org
15. Click **Send** (Arrow)

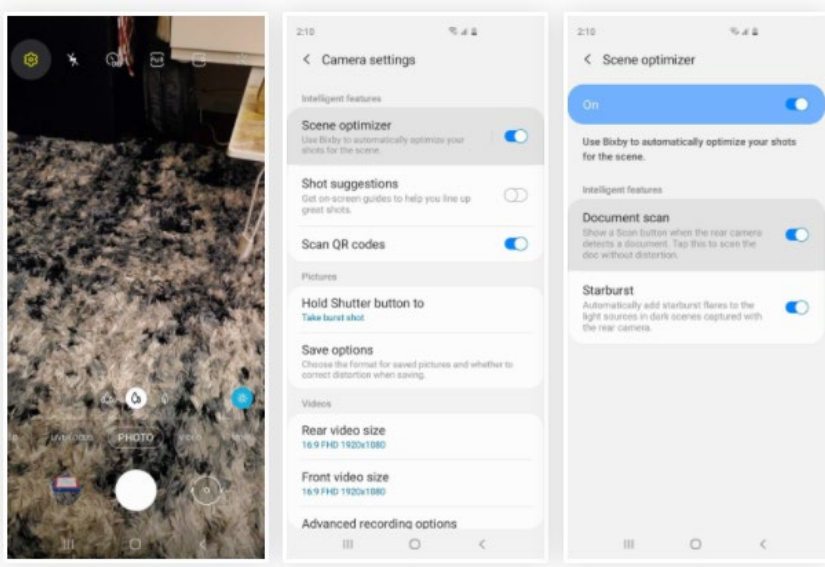


How to Use Document Scanner in the Notes app on Android

Source: <https://android.gadgethacks.com/how-to/your-galaxy-has-hidden-document-scanner-built-heres-works-0215282/>

1. Open your Camera app and point the phone at a document. As you, the scanner will highlight the document's borders with a yellow rectangle, along with a "Scan" button on the center.
2. Hit "Scan" when you're ready, and the document will be stored in your Android's Gallery for you to save or share.
3. This feature is enabled by default once you get the One UI 2 update (aka, Android 10). But if you want to double check, head to the Camera app's settings, choose "Scene optimizer," then make sure "Document scan" is turned on.
4. Email scanned document to CHC-Applications@kp.org

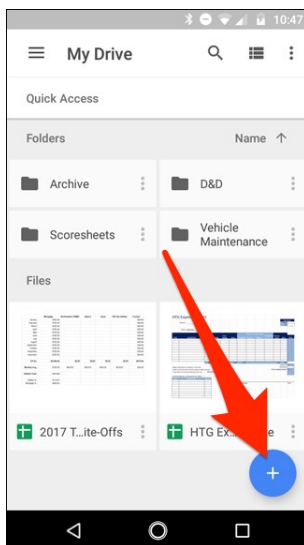




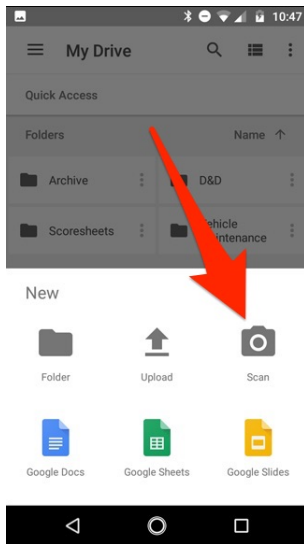
How to Use Document Scanner in the Notes app on Android using Google Drive

Source: <https://www.howtogeek.com/209951/the-best-ways-to-scan-a-document-using-your-phone-or-tablet/>

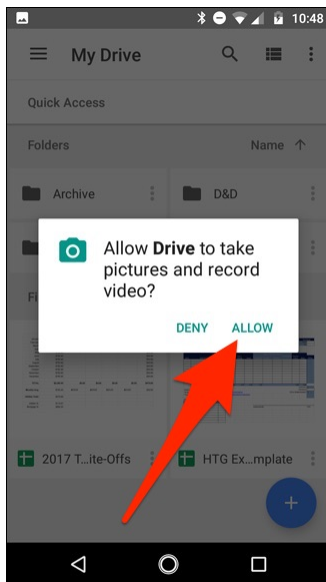
1. Scan documents directly into Google Drive by tapping the “+” button in the lower-right corner of the home screen.



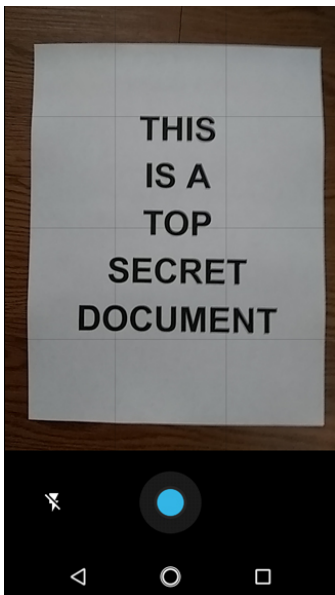
2. When the menu slides up from the bottom, select “Scan”.



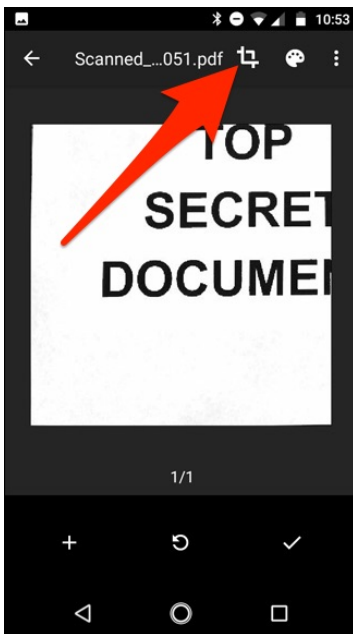
3. It may ask for permission to access the phone's camera. If so, tap on "Allow".



4. When you are ready to scan your document, fill up the screen with the document as much as you can and tap the blue capture button. You can also shed a little light on the document by tapping the flash icon next to the capture button if your device has a flash. If your device doesn't have a flash, this option won't appear.



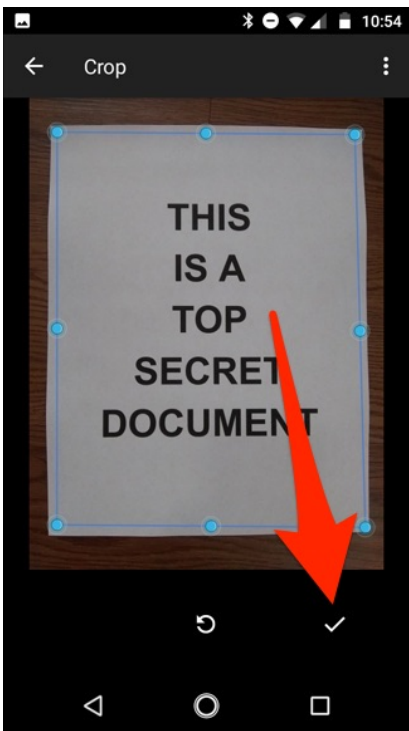
5. After you scan the document, a preview of it will immediately appear. Don't worry if it looks like most of the document is cut off. This is where the crop tool comes into play. Tap on it to make cropping adjustments.



6. Tap, hold, and drag on the dots to change the area that is scanned and uploaded—you likely only need to use the corner dots for this.



7. Once finished, tap on the checkmark in the lower-right corner of the screen.



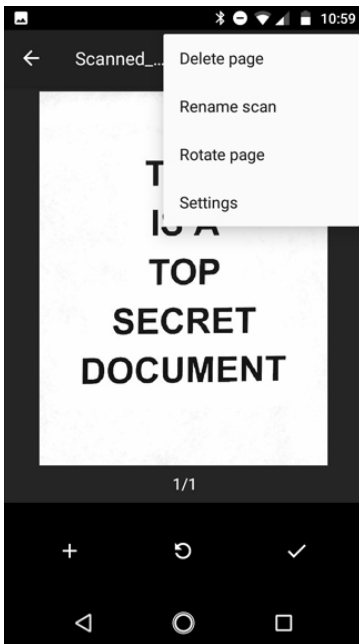
8. You have three options immediately after scanning something:
1. Tap the plus icon to add more pages to the document.
 2. To redo a scan, tap the circular arrow in the middle.
 3. Tap the checkmark icon to finish and upload the document to Google Drive.



9. You can also make minor adjustments to your scans as you go. For instance, tapping on the painter's palette in the top-right corner will allow you to change the scan's color selection and cater it towards a specific kind of document. By default, the scanner will automatically pick the one it thinks is best.



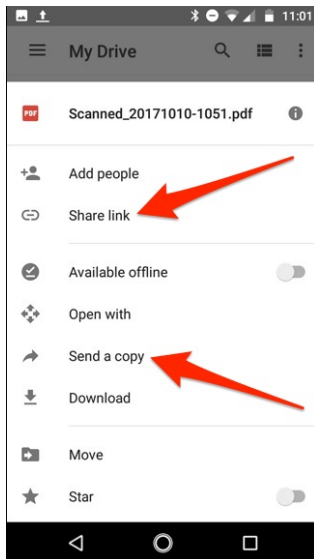
10. Lastly, the three dots in the upper-right corner will let you delete, rename, and rotate the scan if need be.



11. Uploaded scans are added to Google Drive as PDFs and the names are prepended with the word “Scanned”, followed by the date and time. You can move, rename, or delete any of your scanned documents by clicking the three dots next to the file’s name.



12. You can also share your scanned documents from this menu by tapping on “Share Link”. This will share a link to the document on Google Drive, while “Send a Copy” will allow you to share the actual file over email, send it to Dropbox, and more.



13. Or, if you move to a desktop computer, you can even [convert that scanned PDF into a document](#) which you can then edit or export to Microsoft Word.

14. Email scanned document to CHC-Applications@kp.org

Appendix

Where to Access Fillable PDF Forms for Reapplication

Northern California:

Visit Community Health Care Program – Northern California website kp.org/chcp/members for copy of 2022 Subsidy Eligibility Form for Reapplication.

Southern California:

Visit Child Health Program – Southern California website kp.org/chp/members for copy of 2022 Subsidy Eligibility Form for Reapplication.

Georgia:

For assistance and a copy of 2022 Subsidy Eligibility Form for Reapplication, contact your community partner or visit kp.org/gabridge/communitypartners to locate the nearest one to you.

Mid-Atlantic (Maryland and Virginia):

Visit Community Health Access Program website charitablehealth.kaiserpermanente.org/mid-atlantic/members/ for copy of 2022 current Subsidy Eligibility Form for Reapplication.

Northwest (Oregon):

For assistance and a copy of 2022 Subsidy Eligibility Form for Reapplication, call your community partner Project Access NOW at 1-971-205-7676.