

How to Use Your Smartphone to Send Documents

1. Place the document on a flat surface in a room with natural lighting.
2. Use the camera on your smartphone to take a picture of the entire document. You should see the background behind your document on all four sides. If you are not able to see a portion of the document, you will need to zoom out and retake the picture.
3. Once you've taken the picture, please double check to make sure the document is legible. If any of the information is blurry or if there is a glare on the picture, you will need to retake it.

Your picture should look similar to the sample document below:



4. Once you've successfully taken a picture that shows all four corners and is legible, upload to your LAFS student portal for review and confirmation.