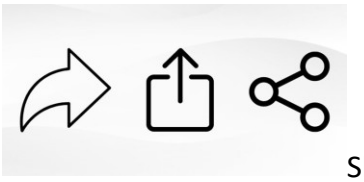
If you cannot scan or fax your signed timesheet:

Timesheet phone photo tips:

- Take pictures in a well-lit area.
- To avoid shadows such as those created by holding the camera between the timesheet and the light source – try taping your timesheet to the wall.
- Only the timesheet should be visible in the picture.
- Avoid having objects in the frame, such as other papers, pens, etc.
- Make sure the timesheet is not cut off by the edge of the view window, a deep shadow, or other objects. All four corners of the timesheet need to be visible.
- Make sure the image is sharp and focused. For some devices this means pulling back from the timesheet so the image does not blur.

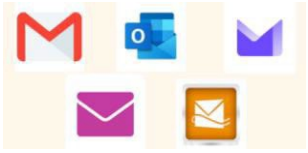
Once you have a clear photo:

- Open the photo on your phone and look below for a share icon



Share icons look different on each type of phone

- Select your preferred email app, the app should now open with the photo attached.



Email to your state's payroll:

- VT and CT: Finance@A4TD.org or fax to 800-901-1531
- ME: FinanceME@A4TD.org or fax to 800-608-9418
- NH: FinanceNH@A4TD.org or fax to 1-800-820-0705

CC BY NC SA

- NY: FinanceNY@A4TD.org or fax to 800-507-1169
- PA: FinancePA@A4TD.org or fax to 800-889-1503

You can also use Google Drive to scan documents to pdf and then attach to email:

1. Open the Google Drive app.
2. At the bottom right, tap Camera.
3. Point your device's camera at a document.
   - A blue line outlines the document. This indicates where the picture will be cropped.
4. Take a photo of the document that you'd like to scan.
   - Optional: You can toggle automatic capture by choosing between Manual and Auto capture.
5. Adjust your scanned document.
   - **Adjust scan area:** Tap Crop & Rotate
   - **Adjust the colors, or make image grayscale:** Tap Filter
   - **Erase stains, fingers, and more:** Tap Clean.
   - **Scan another page:** Tap Add.
   - **Retake the photo:** Tap Retake.
   - **Delete a page:** Tap Delete.
6. Tap **Done**.
7. Create your own file name or select a suggested title.
8. Optional: To select the Drive folder where you'll save the document, tap **Location**.
9. To save the finished document, tap **Save**

iPhone Users may also use the built-in scan feature and then attach to email:

- Open Notes and select a note or create a new one.
- Tap the Camera button, then tap Scan Documents.
- Place your document in view of the camera.
- If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button or press one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
- Tap Save or add additional scans to the document.

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