How to use a Smartphone to Scan a Document and Save as PDF

Overview:

ERDC providers may submit forms to the Direct Pay Unit (DPU) via email. Forms must be submitted as a PDF file attachment to be processed by DPU. Each PDF file should include all the pages of a single form. Pages that are submitted separately may not be processed together. This document covers how to take a hard copy of a form, scan and save it as a PDF file, then email it to DPU.

Note: DPU is unable to accept photos of your billing or listing forms. Submitting file types other than a PDF document will result in delays to payment or approval.

Disclaimer: DELC does not endorse the use of any specific app or program. The following instructions are meant to be a supportive tool for providers and are examples of two popular operating systems (Android Google and Apple iOS). Providers may choose to use other apps or programs that create PDF files.

Scan Instructions

Option 1: Android phone

1. Open the Google Drive app (pre-installed on most Android devices).
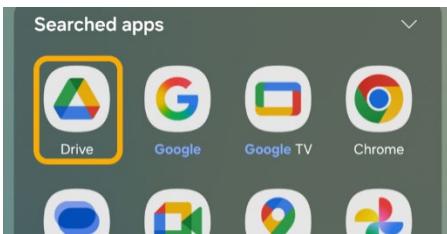
2. Tap the "+" button (in the bottom right on Androids, or near the top or bottom on iPhones), then select "Scan".
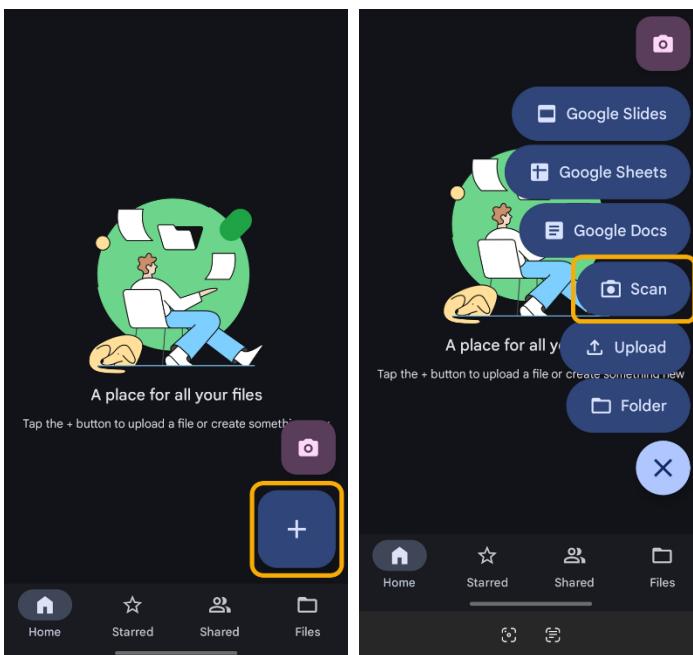

3. Align your phone's camera over the document. Confirm all edges are visible and lighting is good.

   TIP: The app typically has "Auto capture" selected by default, which automatically detects the borders and scans the page, or you may select "Manual" to do this yourself.

   TIP: The camera light can be enabled by the lightning bolt icon, which can help eliminate shadows on the page for a clearer image.

4. Tap the shutter button to scan the page (or let the app auto capture).
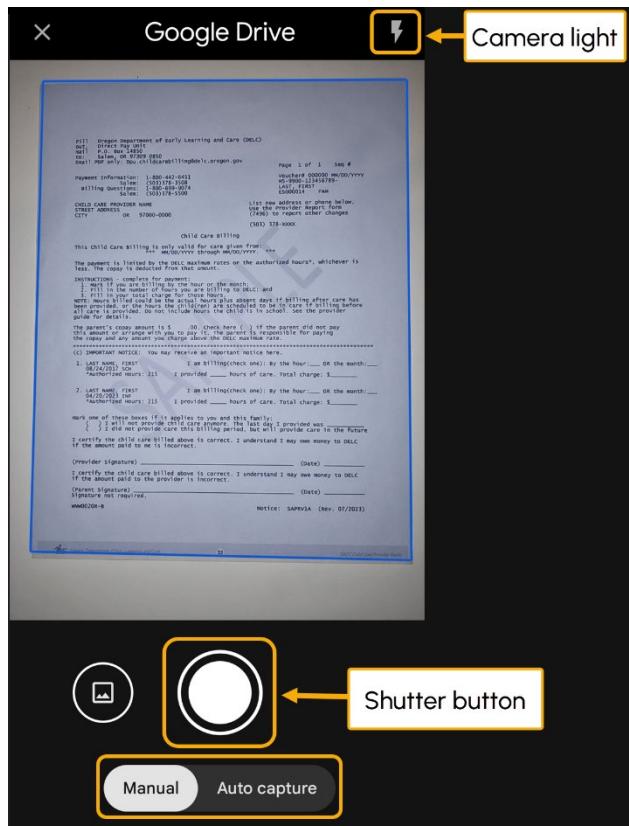
5. Review the image to verify the quality of the scan. Use the following options as needed or move on to the next step.

    a. To start over, click Discard scan.

    b. To scan another page into the same file, click the + icon and repeat the steps until you have finished scanning all pages.

        i. To delete a page, select it from the thumbnails then click the trash can icon.

    c. You can try removing stubborn shadows using the Shadow filter.

    d. Rotate or crop the image as needed.
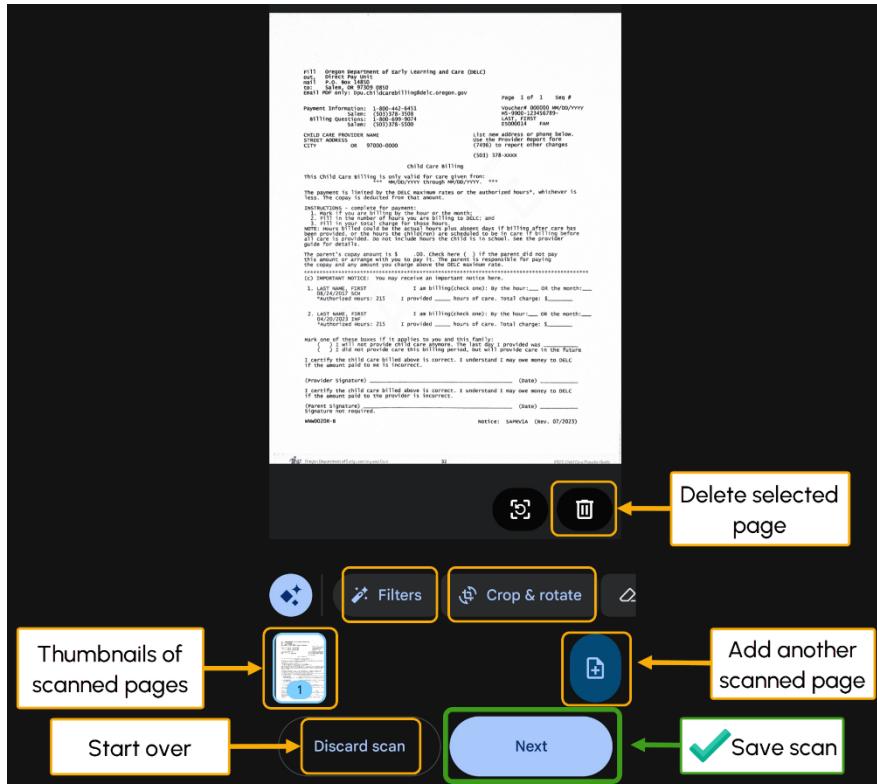
6. Once you're satisfied with the scan, click Next to begin saving it (see image above).

7. Give your file a name that you'll recognize. Make sure PDF format is selected. Choose your "My Drive" for the location and click Save. Your document is now saved as a PDF in your Google Drive, and ready to be attached to an email.
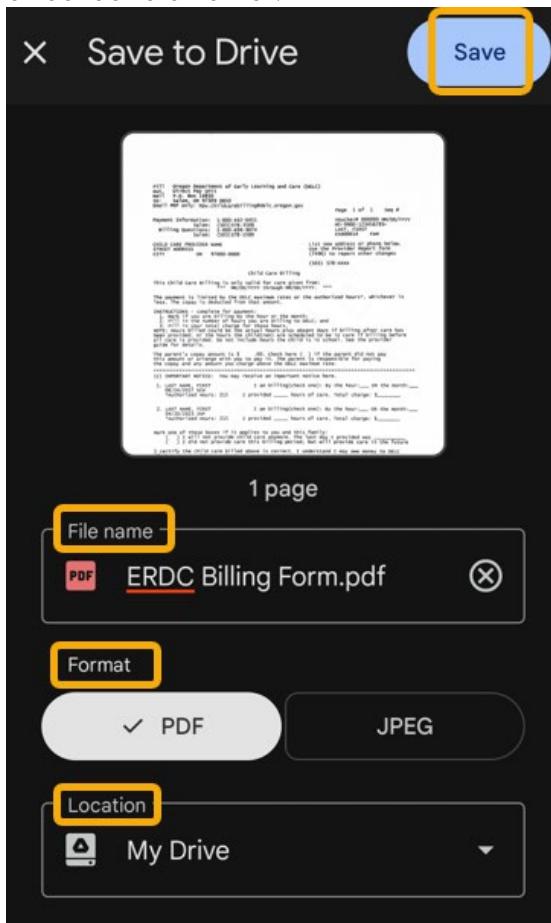
1. Open the Files app on your device.
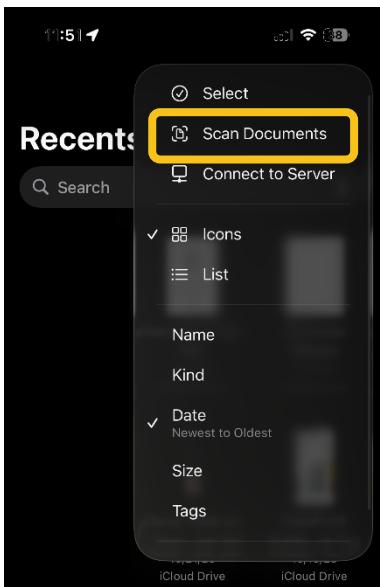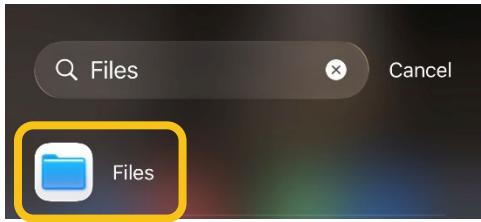
2. Tap the three dots "..." menu in the top right corner of the screen, and select "Scan Documents".

3. Position your phone over the document; it should auto-detect and capture the image.

   a. If your document is multiple pages, move your phone over the next page and it should auto-capture the image.

4. Tap the check mark in the top right corner when you are done scanning all pages. You will see the total number of pages that were scanned in the bottom left thumbnail on your screen.

5. Click on the document name at the bottom of the screen and rename your document.

6. Click "Save".
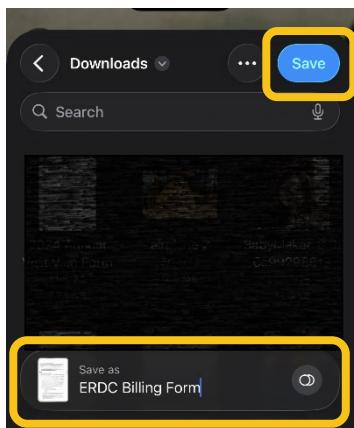
Email Instructions

1. Open your email application and select Compose to begin an email draft.

2. To attach the file, first click the attach (paperclip) icon.

    a. Click Files

    b. Click My Drive

    c. Locate the file and select it to attach it to the drafted email.
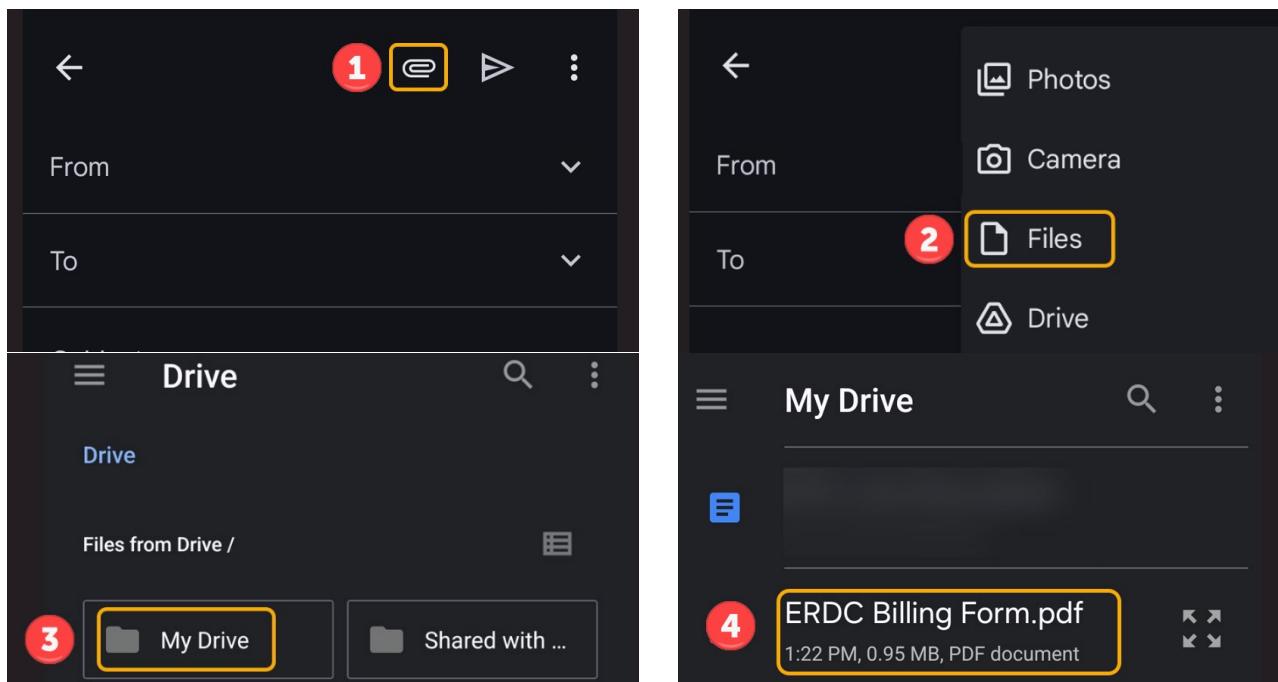
3. Address it to the applicable DPU email address.

    a. Send Billing and Child Care Provider Listing forms to: DPU.ChildCareBilling@DELC.oregon.gov

    b. Send all other forms to: CustomerService.DPU@DELC.oregon.gov

4. Add text in the subject line and body of the email to your preference.

5. Click the Send icon to send the email.
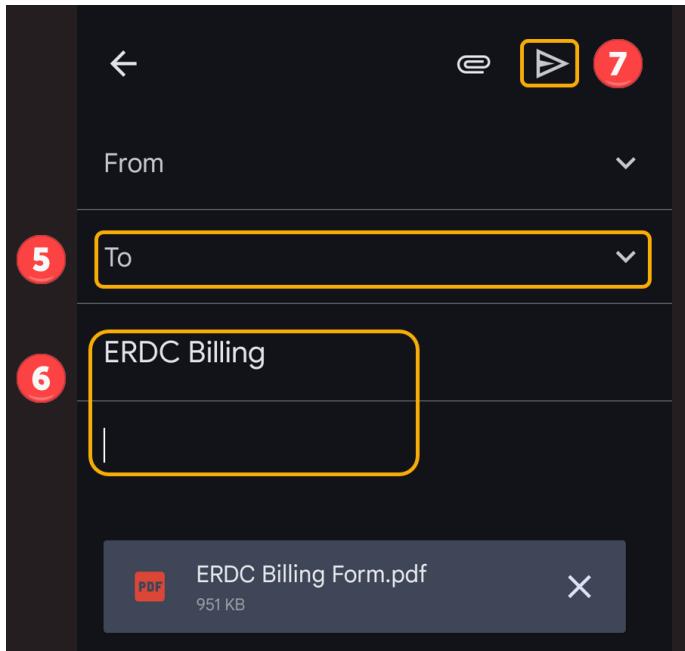
You have the right to receive language assistance services and other accommodations at no cost. If you need language help or other accommodations, please call DELC at 1-800-556-6616.