CamScanner App & Adobe Fill & Sign Instructions:

CAMSCANNER APP:

(used for ID, FAQ sheet, all photos)

Please use our CamScanner app you downloaded to resend me your Drivers License picture. All forms have to be in PDF. This is a good way for you to practice using it.   Here are some simple steps to help you:

1. Just open up the app

2. touch the camera icon (use as if you were going to take a reg picture)

3. take the picture

4. click the "check" icon (bottom right)

5. then click the "email " button (bottom right) and email it to sales@pushitpromotions.com.

ADOBE FILL & SIGN APP

(used for W-9, Contract / Agreement, MPR report after 1st promo)

1. Open app
2. Click on the " + " sign that says "Select a form to fill out"
3. Click on email Attachment"
4. Go to your email app on your phone & open it. Find the email I sent you with the attached paperwork
5. Open the attachment so you can see it
6. While looking at it, tap the "Share " button & choose "Open in Adobe Fill & Sign"
7. Then just fill out the form by clicking on the letter/& #'s on your phone
8. Save your form by clicking on the "save " button (you can stop at anytime & then resume later you won't lose anything
9. click the email (envelope button with arrow) button to email the paperwork to sales@pushitpromotions.com

Remember the only form you need to print is the FAQ as it is not in the format necessary for Adobe Fill & Sign like the other two are. So , it's easy all you do with that one is print it, sign it, scan it with CamScanner app & email it to sales@pushitpromotions.com .

I hope this helps.