

3 April 2020

NOTICE

Due to the disruption in standard office operations and the potential for postal delays or stoppages, we strongly recommend that you submit your completed and signed forms as follows to prevent delays:

- Fax – You may fax the completed forms to **709-747-1235**.
- Email – If you have the ability to scan documents, please email the scanned documents to lwells@ualocal740.ca

Please mail the original for our records.

Scanning Tip (Apple iPhone & iPad):

1. Tap on your Notes app
2. Start a new note (bottom right)
3. Tap on the Camera icon
4. Select Scan Documents
5. Take a picture capturing the whole page
6. Crop the image using the circles in the corners
7. Tap Keep Scan or Retake (if you want to take another picture of the same page)
8. To add more pages, continue to take pictures as per steps 5-7
9. Tap Save to save the finished document

Scanning Tip (Android phone & tablet):

1. Open the Google Drive app
2. On the bottom right, tap the plus icon
3. Tap Scan
4. First time users must click 'allow'
5. Take a picture capturing the whole page
6. To retake the picture, tap retry. Or tap Ok to continue
7. To adjust, tap the crop icon at the top of the page
8. To add more pages, tap the bottom left plus icon
9. When you are finished, tap the bottom right check mark icon to save the finished document