Northwest IMMIGRANT RIGHTS Project

Purpose of Guide

In order to attend one of NWIRP's DACA Renewal Clinics, you must submit **PDF versions** of your previous DACA Application. In this guide, you will learn how to scan and upload your PDF documents using either an iPhone/iPad or a Smartphone/Tablet.

Step 1 - for an iPhone or iPad

Here, you will learn how to scan paper copies of your documents into **PDF format** on an **iPhone or iPad** using the "**Notes**" app. If the app is not already on your device, you will first need to download the app from the App Store. ****If are using a Smartphone or Tablet to scan your documents, skip to page 2 of this guide.****

Note: If your documents are already in PDF format, skip to page 4 of this guide.
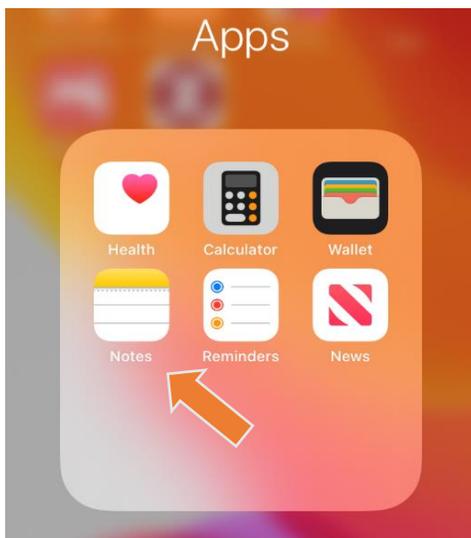
1. To begin, tap the "Notes" icon.
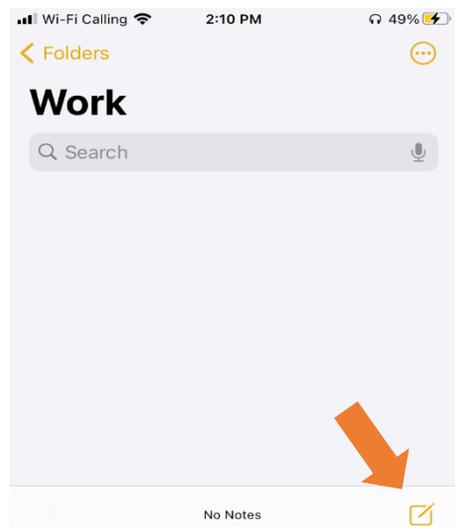
2. Tap the "new note" icon in the bottom right corner.
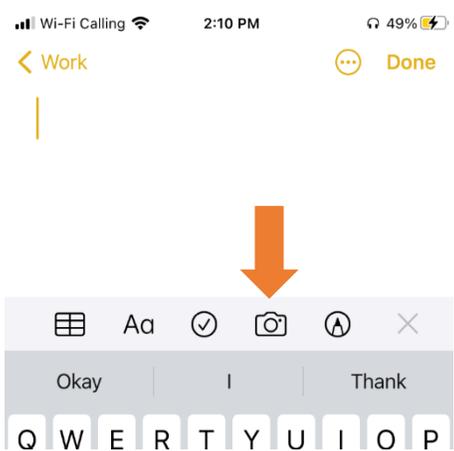
3. Tap the "camera" icon.
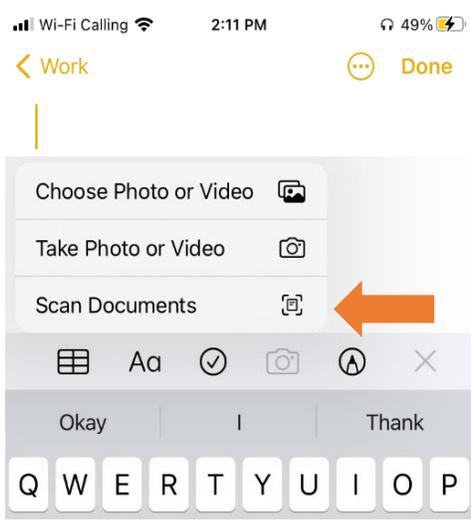
4. Tap "Scan Documents."
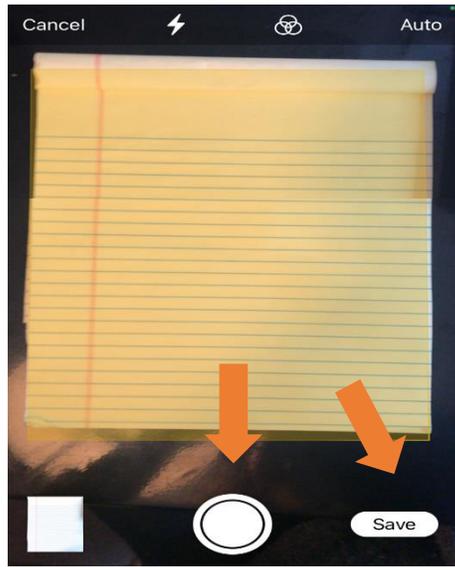
5. Hold your device over the document until the yellow box appears around it. Then, tap the circle. Only tap "save" once ALL pages have been scanned.
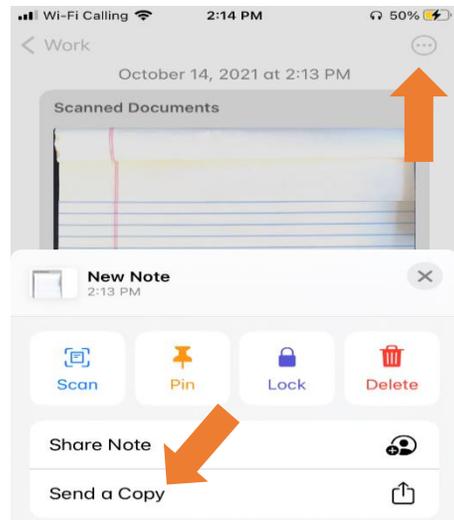
6. Tap the circle icon in the upper right corner. Then, tap "Send a Copy."
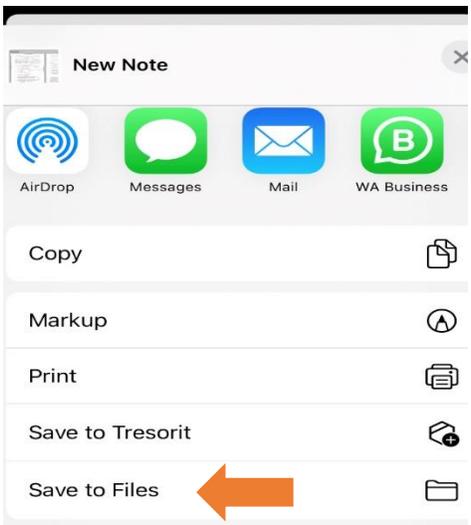
7. Tap "Save to Files."
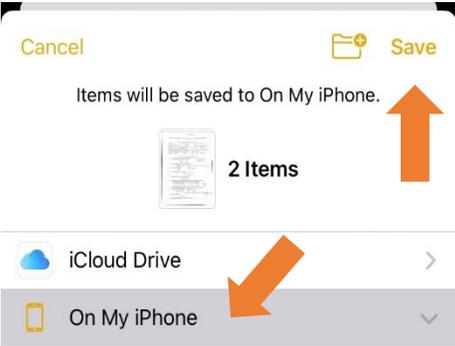
8. Tap "On My iPhone" (or "On My iPad" if using an iPad). Then, tap "Save" in the upper right corner to save the PDF to your device.

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In order to attend one of NWIRP's DACA Renewal Clinics, you must submit **PDF versions** of your previous DACA Application. In this guide, you will learn how to scan and upload your PDF documents using either an iPhone/iPad or a Smartphone/Tablet.

Step 1 - for Smartphone or Tablet

Here, you will learn how to scan paper copies of your documents into **PDF format** on a **Smartphone or Tablet** using **OpenScan**. To do so, you will first need to download the free "**OpenScan**" app from your device's App Store.

If are using an iPhone or iPad to scan your documents, refer to page 1 of this guide.

Note: If your documents are already in PDF format, skip to page 4 of this guide.

1. The OpenScan App will appear on your home screen once downloaded. To open, tap the "OpenScan" icon.
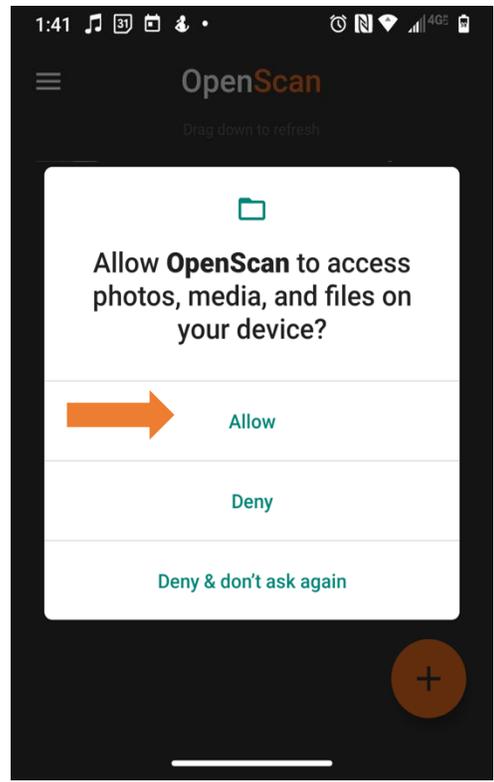
2. Allow OpenScan access to photos, media, and files, as well as access to take pictures and record video.
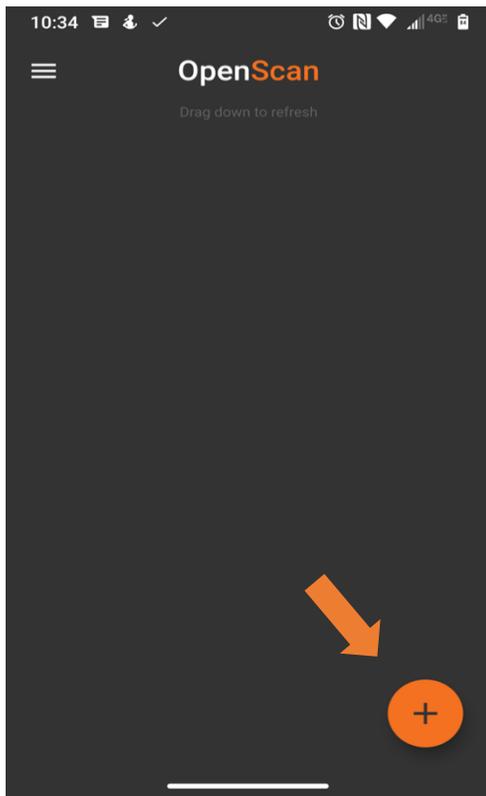
3. Tap the "+" to begin scanning.
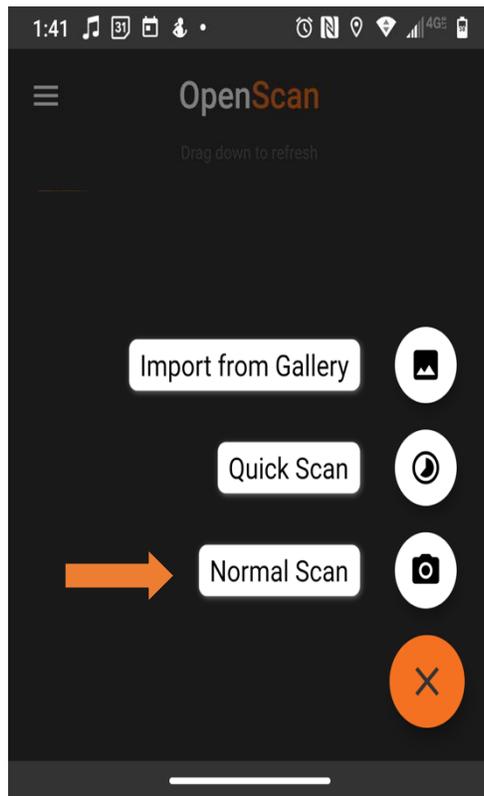
4. Tap "Normal Scan."
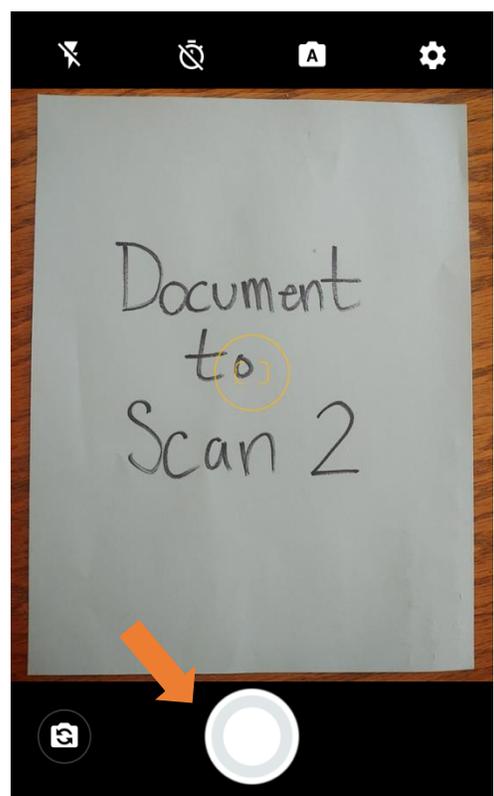
5. Line up the document in the frame and tap the circle.
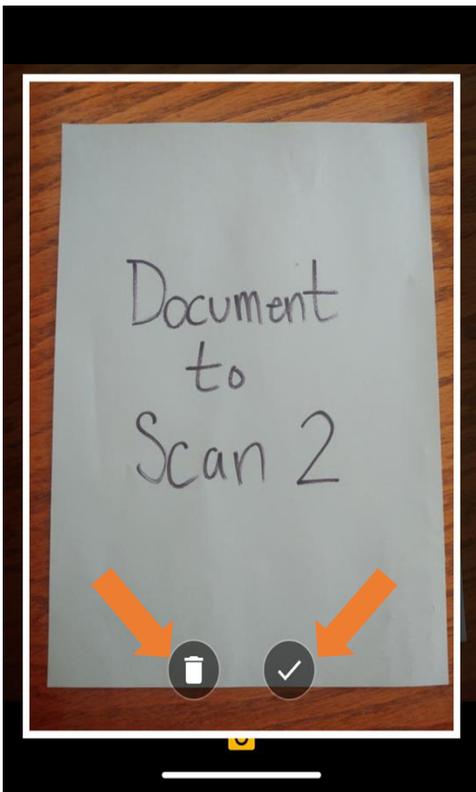
6. Tap the "✓" if the scan is clear and readable. Tap the "🗑" if you need to redo the scan.
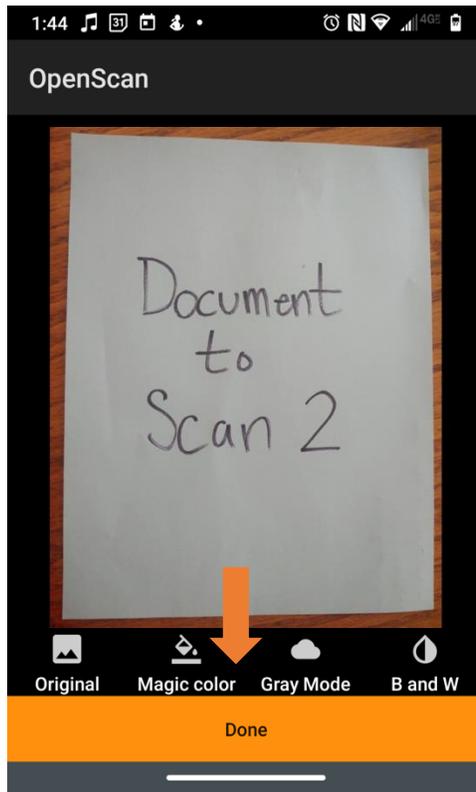
7. Tap "Done" to save the scan. Repeat steps 3-7 until each page is scanned.
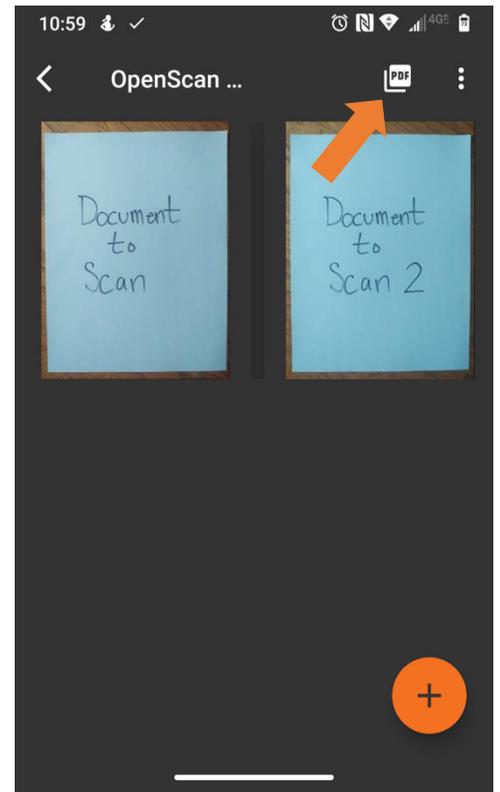
8. Once you're done scanning, tap the PDF icon in the upper right corner to combine all pages into one document.
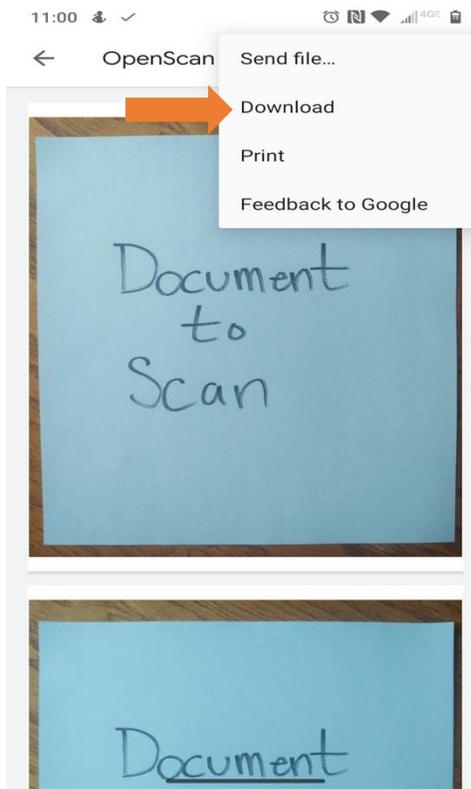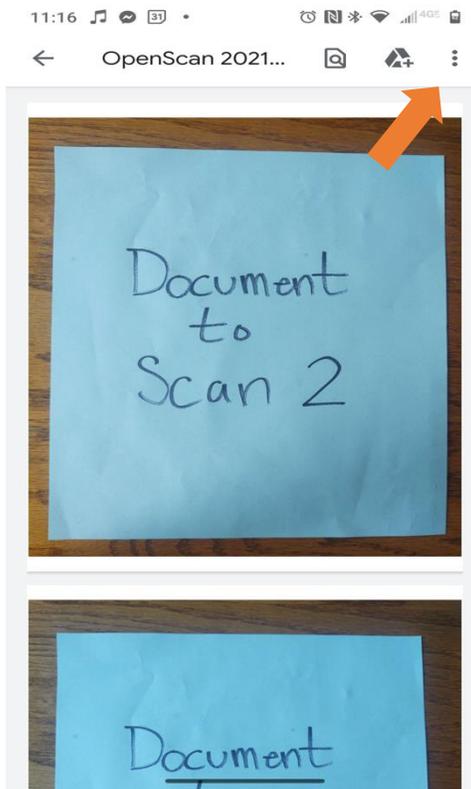
9. Tap the 3 vertical dots in the upper right corner. Then, tap "download". This will save your PDF scans to "Files" on your device. If you would like to email the PDF scans to yourself to save them on a computer, tap "Send file…" and enter your email.
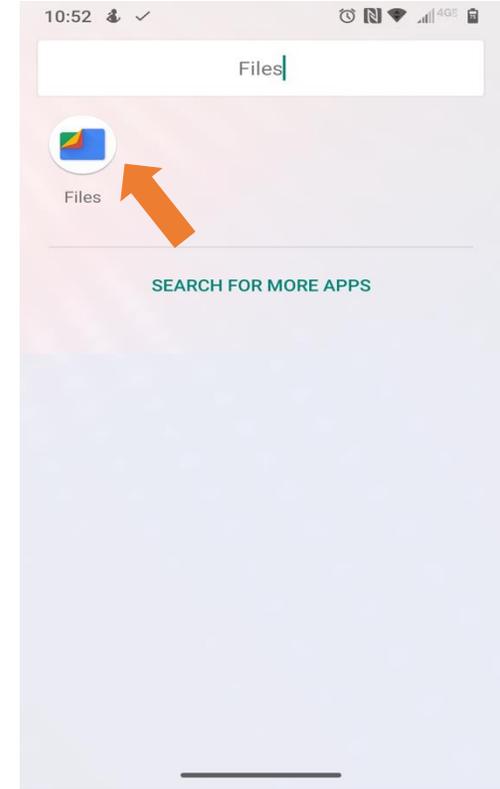
10. To find the scans, search for "Files" in your phone's search bar. They will be in "downloads".

Step 2 for an iPhone or iPad:

Here, you will learn how to upload your PDF documents to NWIRP's DACA Online Registration Page **using an iPhone or iPad to register**.

Note: Follow Step 2 depending on the device you are using in order to register. We provide you with a guide for:
*An iPhone / iPad
*A Smartphone / Tablet
*A Computer

PDF Scan of Previously Filed Form I-821D, Consideration of Deferred Action for Childhood Arrivals *

Sample I-821D: https://www.nwirp.org/daca/assets/files/Sample_I-821D.pdf

Drag file attachment here (MB max)

⬆ Select a file from device

Photo Library 🗐

Take Photo or Video 📷

Browse ⋯

PDF Scan ... 765, Application for Employment Authorization *
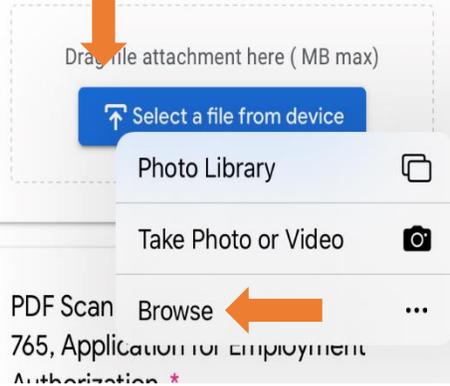
1. Once on NWIRP's DACA Online Registration page, to upload the PDF scan, tap "Select a file from device." Then, tap "Browse."

Wi-Fi Calling 10:31 AM 73%

Recents   Cancel

Q Search

New Note   text   211011-
9:47 AM   9:47 AM   Gener...nglish
1.2 MB   4 bytes   11/17/21

Recents   Browse
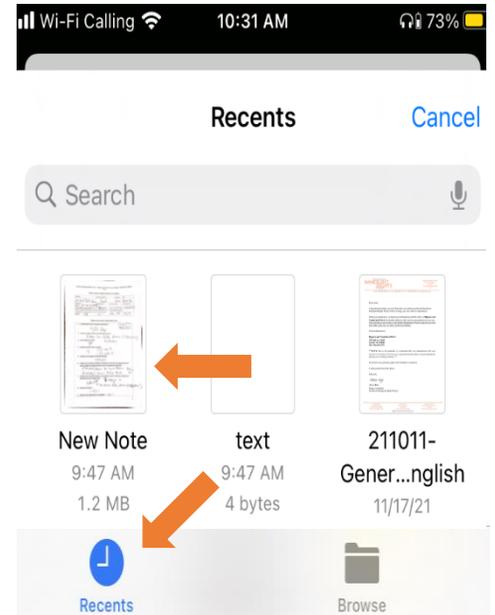
2. In the "Recents" section, tap the PDF scan you wish to upload to the Online Registration Page. Repeat steps 1-2 for each required document.

Step 2 for a Smartphone or Tablet:

Here, you will learn how to upload your PDF documents to NWIRP's DACA Online Registration Page **using a Smartphone or Tablet to register**.

Note: Follow Step 2 depending on the device you are using in order to register. We provide you with a guide for:
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*A Smartphone / Tablet
*A Computer

10:56   les.area120.google.com   3 ⋮

print your application for mailing to USCIS? *
◉ Yes ○ No

PDF Scan of Previously Filed Form I-821D, Consideration of Deferred Action for Childhood Arrivals *
Sample I-821D: http://www.nwirp.org/daca/assets/files/Sample_I-...D.pdf

Drag file attachment here (MB max)

⬆ Select a file from device

PDF Scan of Previously Filed Form I-765, Application for Employment

Choose an action

📷   📷   📁
Camera   Camera   Files
           Camcorder

1. Once on NWIRP's DACA Online Registration page, to upload the PDF scan, tap "Select a file from device." Then, tap "Files."

10:57

☰ Downloads   🔍 ⋮

FILES ON DOWNLOADS

📁 Duo

📁 docs

📄 OpenScan 2021-09-30 10_36_22.82...
    10:42 AM   5.29 MB   PDF docume...

📄 OpenScan 2021-09-30 10_36_22.82...
    10:40 AM   5.29 MB   PDF docume...

📄 OpenScan 2021-09-30 10_36_22.82...
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📄 OpenScan 2021-09-30 10_34_19.01...
    10:36 AM   212 kB   PDF docume...
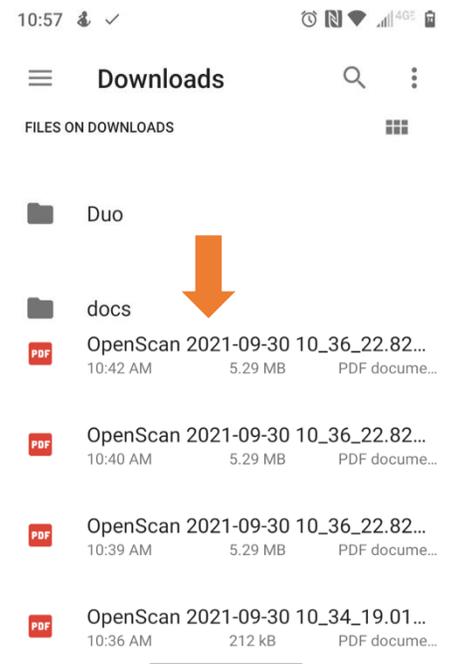
2. Tap the PDF scan you wish to upload to the Online Registration Form. Repeat steps 1-2 for each required document.

Step 2 for a Computer:

Here, you will learn how to upload PDF versions of your documents to NWIRP's DACA Online Registration Page when **using a computer to register.**

Note: Follow Step 2 depending on the device you are using in order to register. We provide you with a guide for:
An iPhone / iPad
A Smartphone / Tablet
A Computer

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Do you have access to a printer to print your application for mailing to USCIS? *

○ Yes   ○ No

PDF Scan of Previously Filed Form I-821D, Consideration of Deferred Action for Childhood Arrivals *

Sample I-821D: https://www.nwirp.org/daca/assets/files/Sample_I-821D.pdf

Drag file attachment here (MB max)

⬆ Select a file from device
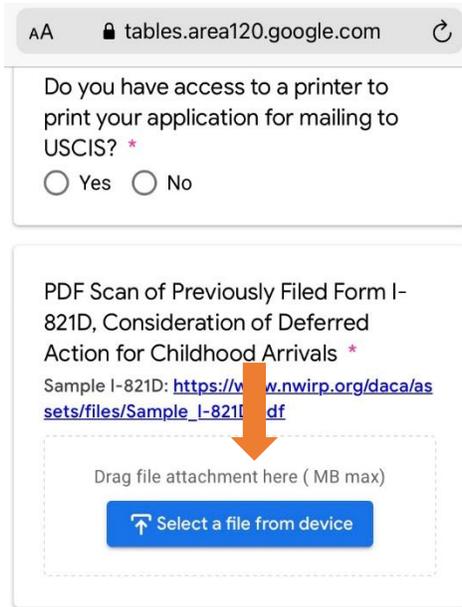
1. Once on NWIRP's DACA Online Registration Page, to upload the PDF scan, click "Select a file from device." Then, click "Files."

› Desktop   ⌄ ↻   🔎 Search Desktop

Misc   NWIRP   I-821D

All Files

Open   Cancel
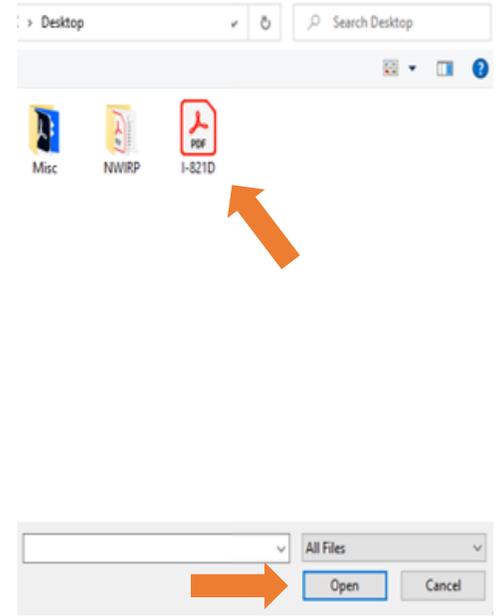
2. Find the location where your documents are saved. Then, click on the file you wish to upload. Finally, click "Open" in the bottom right corner. Repeat steps 1-2 for each required document.