# Detailed Instructions for taking cell photos and emailing the pictures

1. Once you have the required completed application forms
   - You will need to create a photo image of each required document
   - The easiest way to do this would be to use your cell phone and take a separate picture of each completed form. Please make sure the form is clearly readable in the cell phone picture.
   - You have the option to use a different type of camera or scanner to create the form images.
   - If you send email using your phone, you could send your self an email and attach the copies of the completed forms.   Accessing your email inbox using your desktop computer, you can save the attachment files to your desktop.
   - You can also do this using a cell phone txt message. Instead of sending a txt message to another cell phone number, you can send instead a txt message to your email address.

2. The following outlines using a txt message to send the photos. Do the next steps on your phone to create a new txt message. Understanding that my example was done on a Samsung Android phone. Your phone may look different, but the basic steps will be the same.

3. Create a new txt message where you will enter your personal email address as the recipient instead of a cell phone number.
   - Attach the photos to the txt message like you normally would and send it
   - Send the message like you normally would
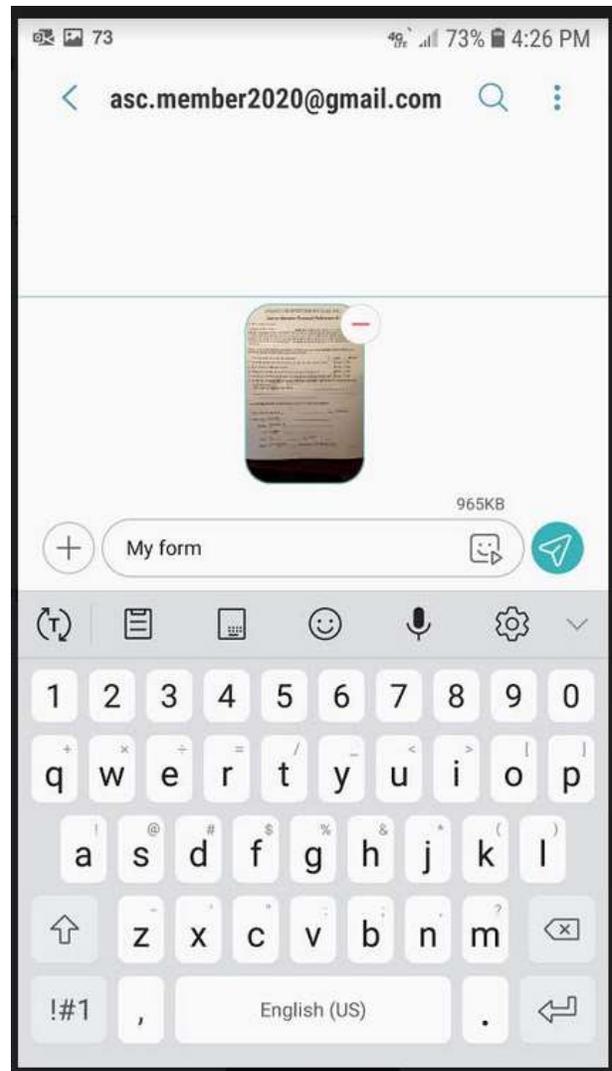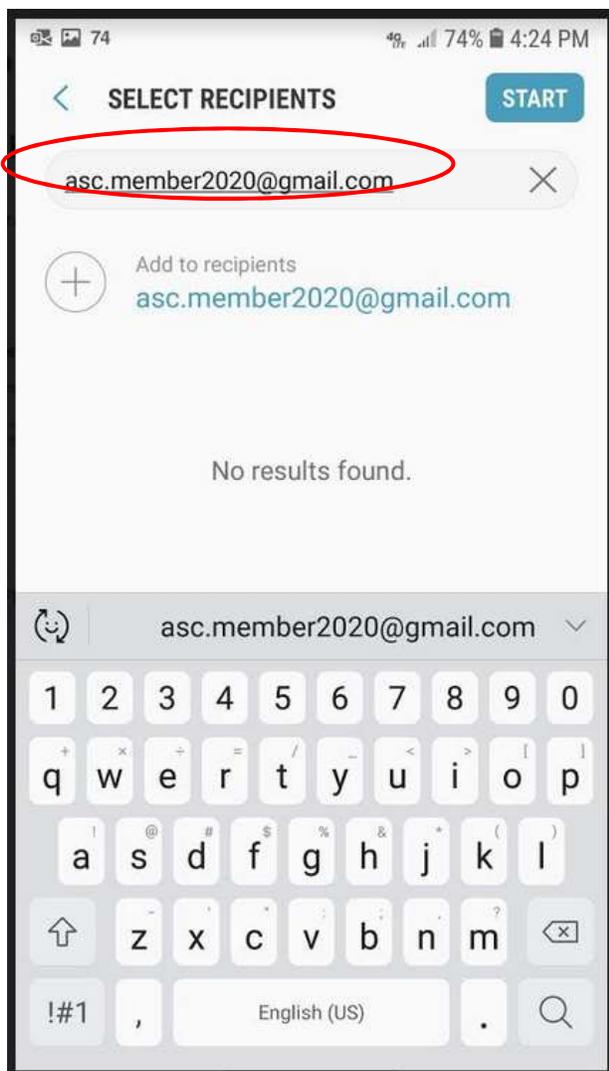
4. This will send the txt message and the photo attachments to your email inbox. The example shows using a gmail account.
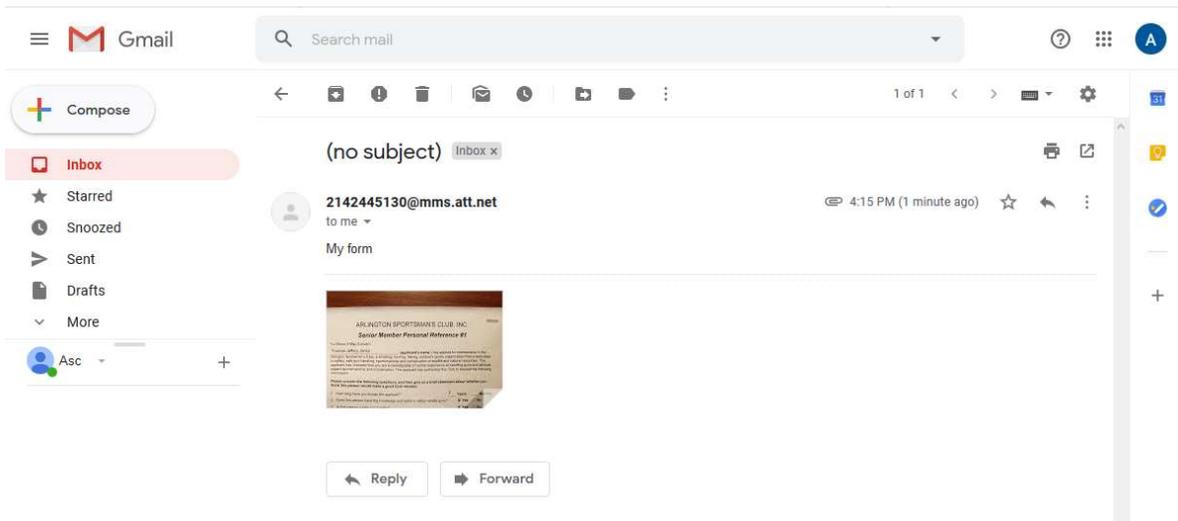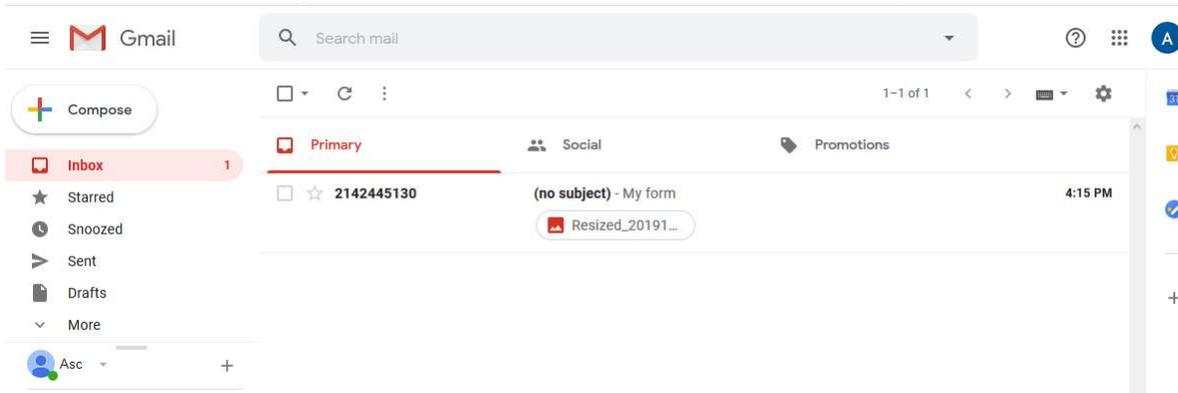
5. Download the attached photo images and save them to a location like your desktop so they can be used and uploaded as part of the online application process.