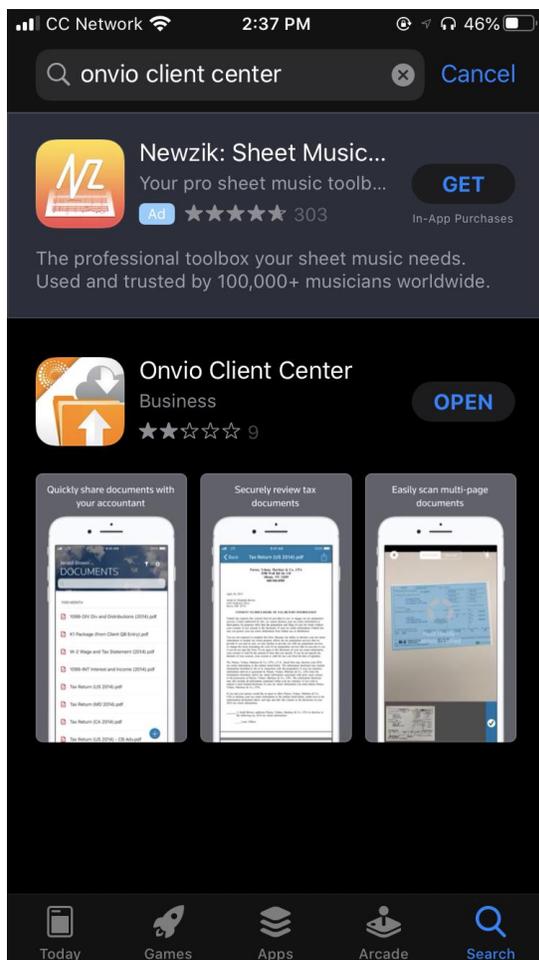


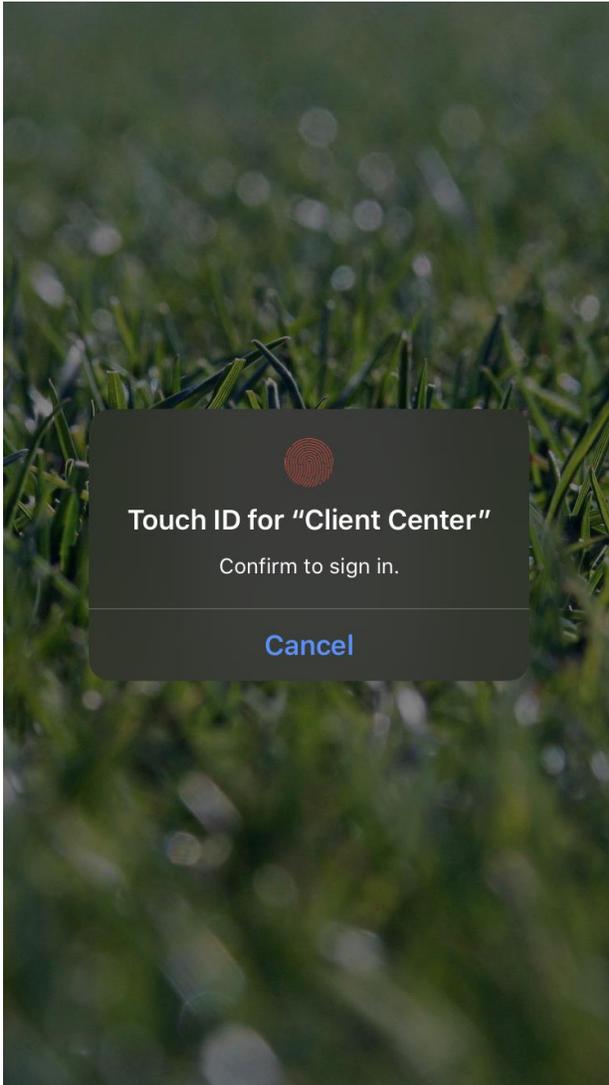
Client Center App Instructions

1. Open your App Store on your iPhone

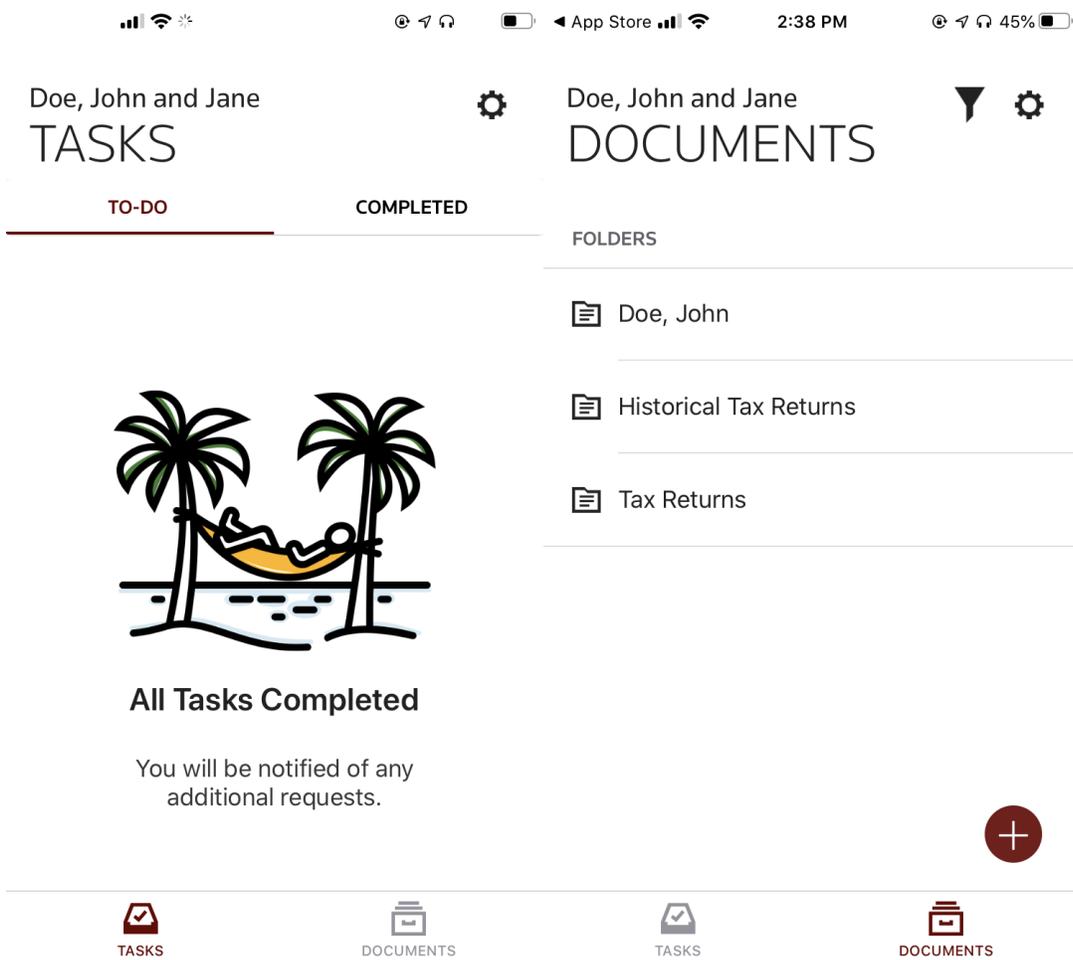


- 2.
3. Download the app.

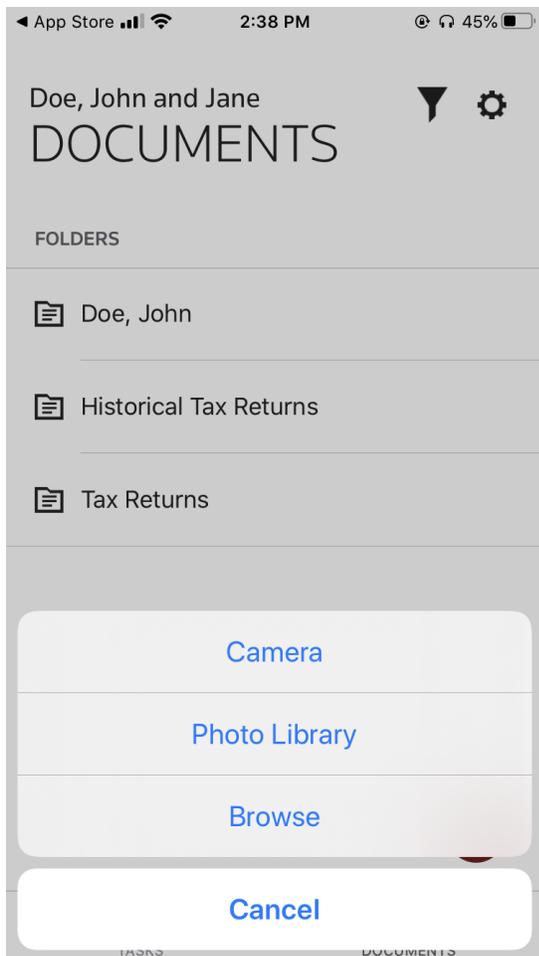
4. Type in your Username and Password. You can ask to sign in using your fingerprint.



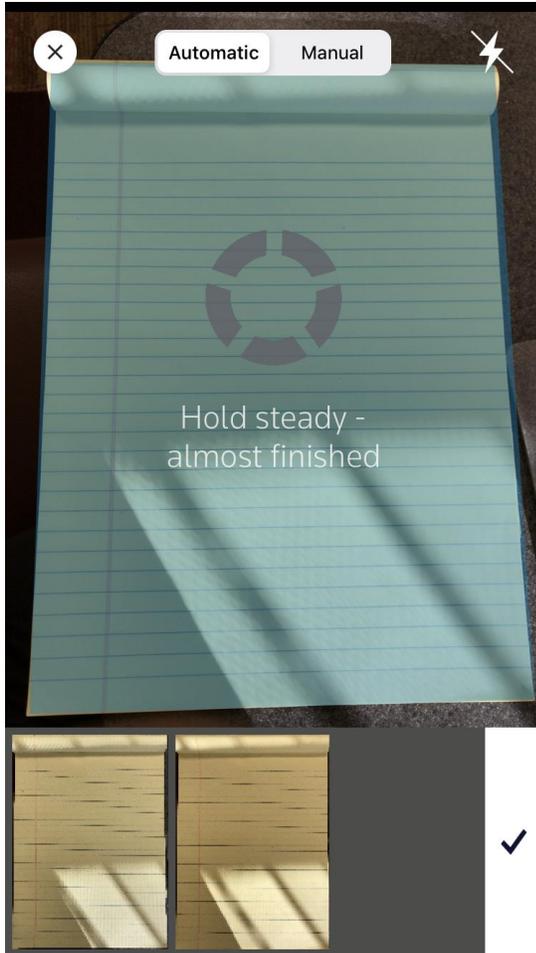
5. It looks very similar to the computer version! Click **Documents** at the bottom.



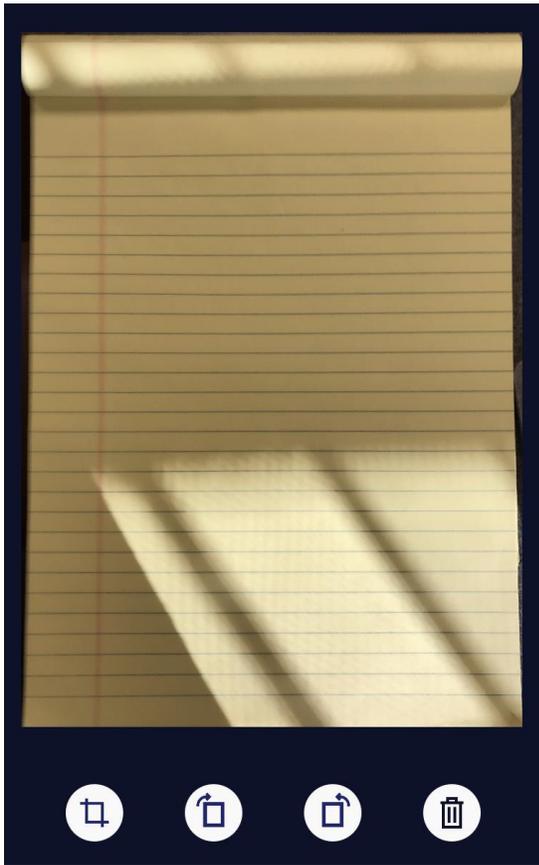
6. Click the **plus** bottom at the bottom right corner



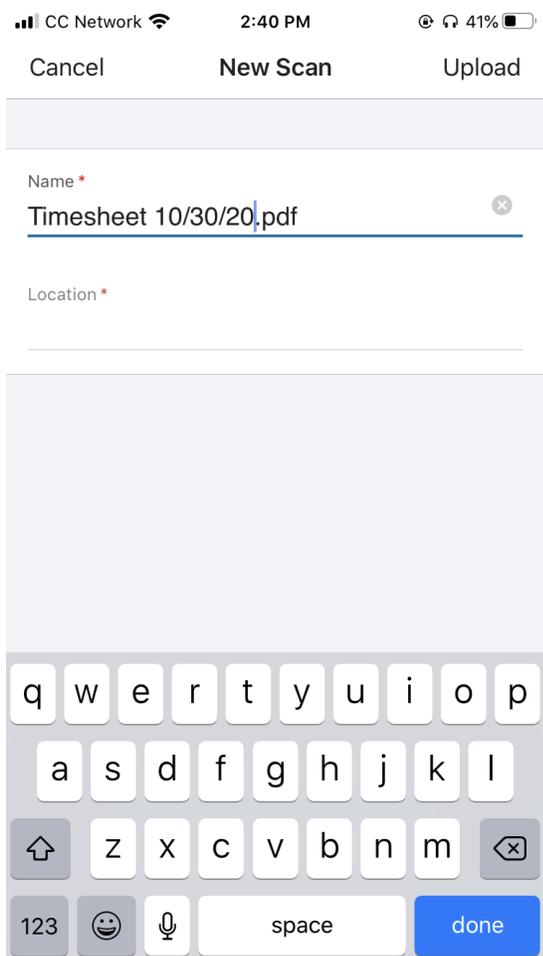
7. Click **Camera**



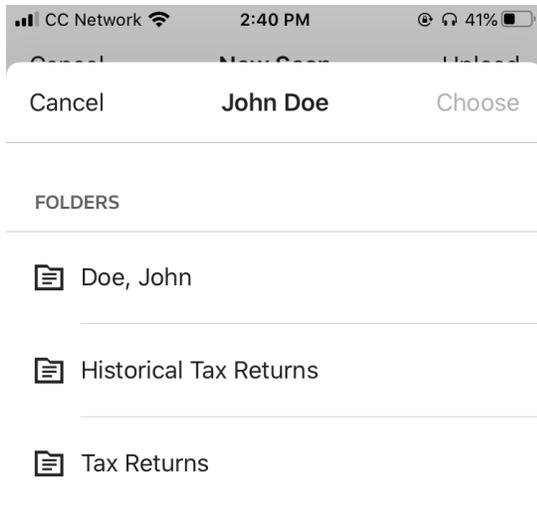
8. You can take multiple pictures for one document before clicking the check button. Automatic will take the photo for you, whereas manual you take the photo just like in your camera app.



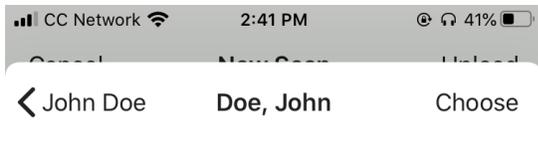
9. Once you click the check you can preview all the pages and turn or delete ones that aren't correct. If everything looks correct click **next** in the top right corner.



11. Name the document like pictured above. Then click the location area. All your folders will show up. The only one that it will let you choose is your personal folder.

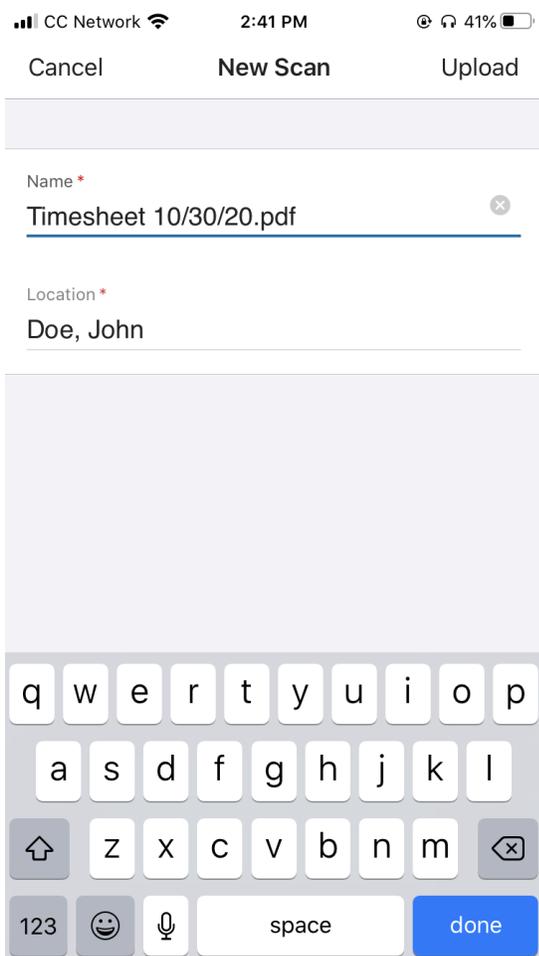


12. You can upload Timesheets directly to the timesheets folder instead of your personal folder!



Nothing to List.

13. In this case I don't have a Timesheets folder, so I just clicked my personal folder.



14. Once you have it named correctly and the location is set, you can hit upload!