

# Important Documents

## Scanning and storing tips



Keep important documents in a secure place that will protect them in the event of an emergency or an easily accessible emergency grab-and-go folder and store digital copies on your phone, USB, hard drive or in the cloud.

### Personal Identification

- » Birth certificate
- » Passport
- » Driver's licence
- » Medicare card
- » Pension card
- » Marriage certificate
- » Adoption, citizenship or residency documents

### Financial Records

- » Bank account details
- » Tax records and loan/mortgage documents
- » Investment and superannuation records

### Property and Vehicle Documents

- » Property title or deed
- » Lease or rental agreement
- » Vehicle registration papers
- » Home inventory and photos of valuables

### Insurance Documents

- » Home/building and contents Insurance
- » Vehicle Insurance
- » Health and life insurance

### Medical Information

- » Medical records
- » Prescription information
- » List of medications

### Legal Documents

- » Will
- » Power of Attorney
- » Trust Documents

### Pet Records

- » Registration document
- » Microchip, vaccination and vet records
- » Pet Insurance

## Scan and Save to iPhone

- » Open the Notes app, select a note or create a new one.
- » Tap the Camera icon, then tap Scan Documents icon.
- » Place your document in view of the camera. If your device is in Auto mode, your document will automatically scan. Or in Manual mode tap the Shutter button or one of the Volume buttons. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
- » Tap Save or Add Additional Scans.

Note: Notes on your phone can be locked for security purposes.

## Scan and Save to Android phone

- » Open Google Drive app. Tap Add in the bottom right.
- » Tap Scan and take a photo of the document you'd like to scan. To adjust the scan area tap Crop. To take the photo again tap Re-scan current page and to scan another page tap Add.
- » To save the finished document, tap Done.

Note: Files in Google Drive can be password protected, individual documents can be encrypted and you can also share access to the drive to other users. The owner can control permissions and with whom files are shared.

## Scan and Save to USB or External Hard Drive

- » From your computer, select the folder/s or document/s you want to transfer. To select multiple folders, hold down the Control key as you click to select items.
- » Once selected, right-click and select Copy.
- » Navigate to the USB drive, then right-click and select Paste.

Note: a USB flash drive can be locked and protected for security purposes.

## Scan & Save to Cloud Storage System

Cloud storage is accessible from any computer that has internet access. Your data is stored on the internet through a provider who manages and operates data storage as a service.

If you use a web mail system (ie Gmail, Outlook, Yahoo!, Mozilla) you can email the scanned documents to this address and save to one folder for ease of access. Examples of cloud storage providers include Google Drive, Dropbox and Microsoft OneDrive.

Note: in relation to safety reputable providers locate servers in a secure location with the files encrypted meaning that they are hard for cybercriminals to access.