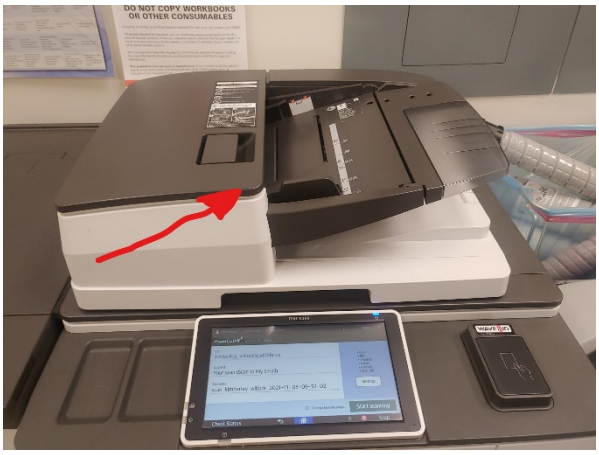
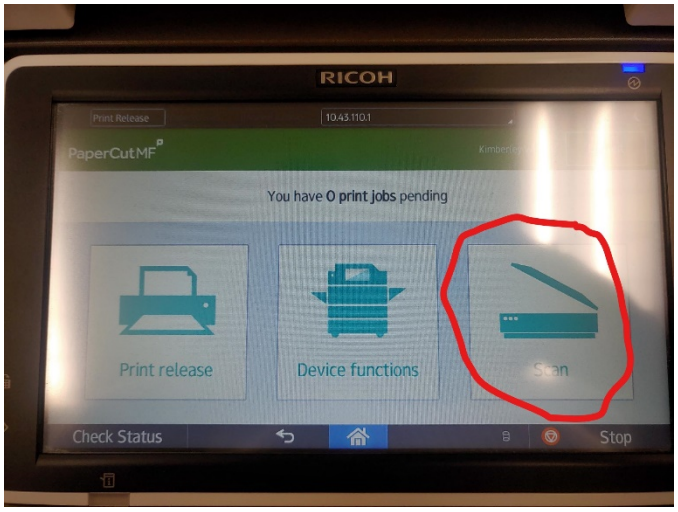
Scan to Email Instructions

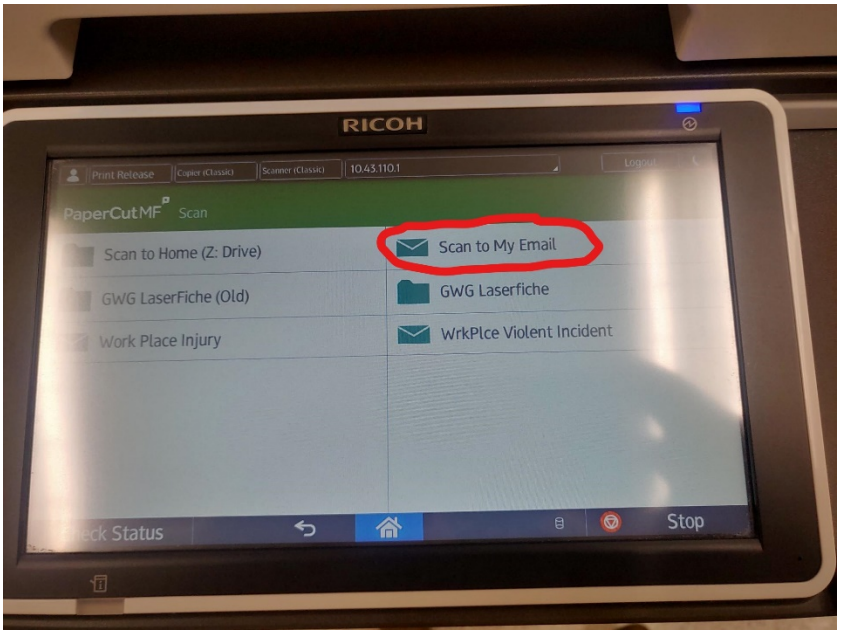
1. Place documents in order and face up in the feeder tray of the photocopier.
    1. Filled application form
    2. Transcript with **BLACKED OUT PEN**
    3. Reference Letters (minimum of 1 School Reference and 1 Community Reference, and Max total of 3)
    4. Any additional documents (These will be outlined in the award description. Not all awards have these. Please add these on their own page with the award name and your first and last name above them.
    Ex. Chilliwack Bowls of Hope Essay
    John Smith



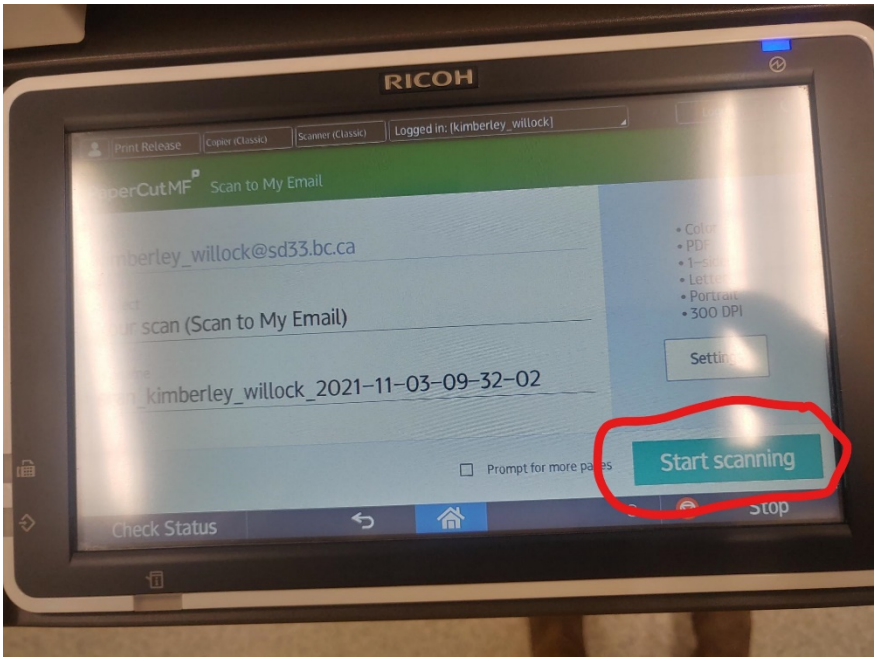
2. Login and select “Scan”



3. Select “Scan to My Email”



4. Select “Start Scanning”



Your document will appear in your email shortly. Save the document to your computer into your “Scholarship” folder as “Lastname_Firstname_Internals” Ex: Smith_John_Internals”