AIG

Scan & Submit Claims Documentation Electronically
How to Scan from your Mobile Device

iPhones
Using the iOS Notes App
1. Open the Notes App
2. Click the "New Note" Icon on the bottom left
3. Tap the "Camera" that appears above the keypad
4. Select "Scan Document"
5. Position the document and tap the circle to capture the image
6. Adjust the cropping and select "Retake" or "Keep Scan"
7. Repeat Steps 5-6 for all additional pages
8. Tap "Save"
9. Tap the "Share" Icon at the top of the screen
10. Select "Mail"
11. Enter the AIG.com mailbox information in the "To" and your Claim number in the "Subject"
12. Send

Most Android Phones
1. Open the Notes App
2. Click "+" icon on the lower right corner
3. Enter 'Title' *(optional)*
4. Enter 'Content' *(optional)*
5. Tap the "Camera" that appears above the keypad
6. Take a picture (Phone image)
7. Repeat Steps 5-6 to add additional images
8. To crop, hold the image for 2 second and select "edit" to crop or add special effects
9. Click icon on top right corner to finish the notes content and save
10. Select "Menu" icon on top right to share the notes as text/picture
11. Select "Email"
12. Enter the AIG.com mailbox information in the "To" and your Claim number in the "Subject"
13. Send

Samsung
Take pictures of all the documents using the Samsung phone camera
1. Open Samsung Notes App
2. Click "+" icon on the lower right corner
3. Enter "Title" *(optional)*
4. Enter "Content" *(optional)*
5. Tap the "Document" icon that appears above the keypad
6. Select required pictures from the phone library and attach it to the document
7. Press and hold the icon to edit the pictures
8. Select "Apply" on the top right corner
9. Click "Share" to share the document as PDF, image, text, HTML, etc.
10. Select "Email"
11. Enter the AIG.com mailbox information in the "To" and your Claim number in the "Subject"
12. Send

Notes automatically saves a copy of your document in all three devices.