

SMART START WORKFORCE GRANTS



Instructions for Submitting Required Documentation via Photos and PDFs

Please refer to the following tip sheet for guidance on submitting photos with your application, converting them to PDFs, and ensuring they are properly uploaded. Programs will need to submit several documents for both Smart Start Workforce Grant Applications and Smart Start Workforce Grant Reporting.

STEP ①: Using a mobile phone or similar device, take a photograph of your document

- After taking your photo, ensure that all text and writing are clear and readable.
- Be sure to save the photo to your camera roll or a file storage app.

STEP ②: Convert your JPG file (photo) to a PDF document for uploading into the Smart Start Workforce Grants application.

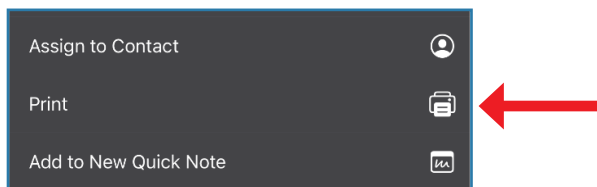
1. If your mobile device is an iPhone or Apple product:

a. Option 1:

- i. Open your iPhone Photos app and find the photo you want to convert to a PDF.
- ii. Select the photo and click the Share icon.



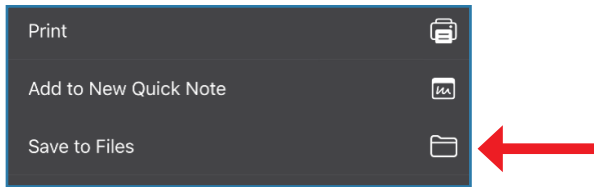
- iii. Next, choose the Print option. It should be at the bottom of your options list.



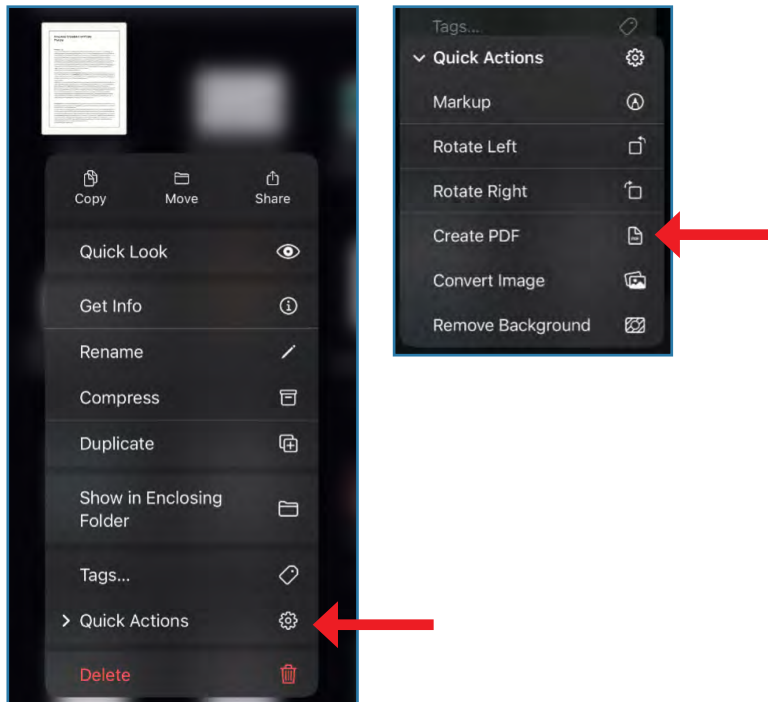
- iv. Zoom in on your photo in the print area - this opens your image in a PDF viewer.
- v. Tap the Share icon again once you're in the PDF viewer.
- vi. Save the PDF to your iPhone files app (Can be found by typing in the search bar) with a title, so that you can easily identify the document.

b. Option 2:

- i. You can also use the Files app (Can be found by typing in the search bar) to convert your photos to PDFs on your iPhone.
- ii. Go to Photos, tap Share, then Save to Files.



- iii. Open the Files app and locate the image.
- iv. To convert a single image into a PDF, long-press on the image (rather than clicking quickly and opening the image). Then tap "Quick Actions" and select "Create PDF".



- v. To convert several images into a PDF, tap "More" (the three dots inside a circle) located at the top right of your screen and choose "Select".
- vi. Tap multiple photos. Once you're done, choose "More" from the bottom right and choose "Create PDF".
- vii. Save to the Files app.

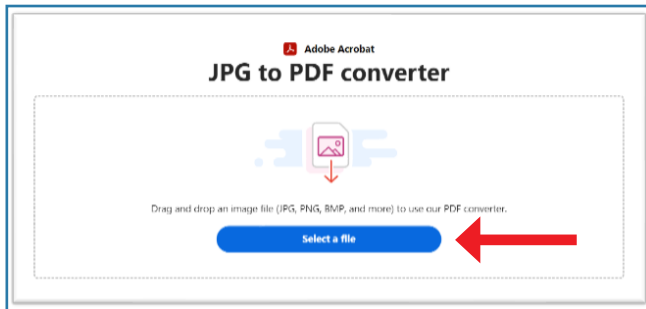
For more information on converting a JPG (photo) to a PDF file for iPhone users, please visit: [How to convert a picture to PDF on iPhone | Adobe Acrobat](#)

1. If your mobile device is an Android:

a. Option 1: Visit the [Adobe Acrobat JPG to PDF Converter](#) website on your Android phone, laptop, or desktop

Note: If you're completing this step on a laptop or desktop, you'll need to email the photo to yourself and save it onto your device.

- i. Click the "Select a File" button or drag and drop files into the drop zone.

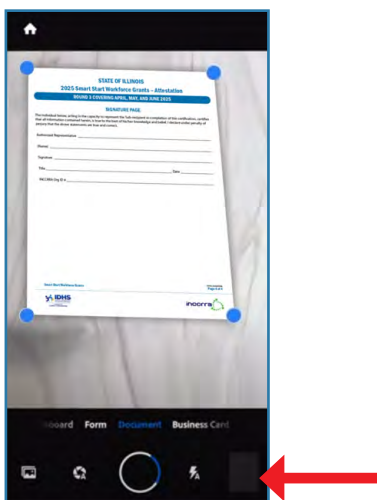


- ii. Select the image file you want to convert to PDF.
- iii. After uploading, Acrobat automatically converts the file from an image format to PDF.
- iv. Download your new PDF file or sign in to share it.

b. Option 2: Download the Adobe Scan: PDF Scanner, OCR app: [Adobe Scan: PDF Scanner, OCR - Apps on Google Play](#)

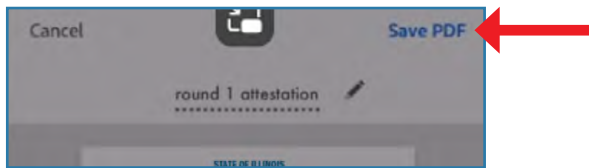


- i. Download the Adobe Scan app from the app store. This is a free app that allows users to take a picture of a document, scan the document, and then save it as a PDF.
- ii. Open the app to the camera setting and align your document right under the camera. Alternatively, you can upload photos from your camera roll.
- iii. This will allow you to capture multiple photos of documents if needed. Once done, click the square (Pages) at the bottom right to stop photo capture.

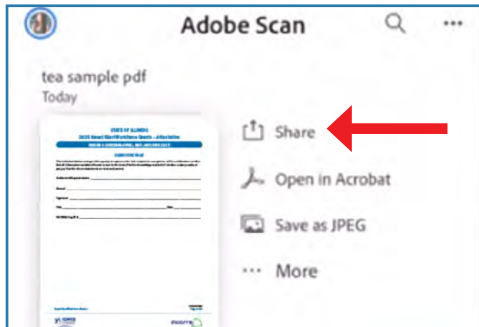


- iv. In the Pages area, you will have the ability to crop the photo, if necessary.
- v. Next, rename your photo (e.g., Round 1 Attestation).

vi. Click "Save PDF" in the top right corner.



vii. Once saved, click the "Share" icon and email the PDF to yourself.



viii. You can also access all saved PDF documents by clicking on the three dots in the top right corner.

STEP 3: Convert your JPG file (photo) to a PDF document for uploading into the Smart Start Workforce Grants application.

1. To upload the PDF document(s) to your Smart Start Workforce Grants application, email a copy of the PDF to yourself using your mobile device:
 - a. On your phone or mobile device, open your email app (Gmail, Yahoo, etc.) or sign-in using an internet browser.
 - b. Create a new email and enter your own email address in the "To:" field.
 - c. Select "Attach File" and choose the PDF(s) you wish to send.
 - d. Press send.
 - e. After receiving the email, save the PDF files to your laptop or desktop for uploading to your Smart Start Workforce Grants application.

Additional tip: If you need to sign a document but do not have access to a printer, follow these steps to e-sign your document:

1. To electronically sign a PDF on Windows, open Adobe Reader and click "Fill & Sign" to add your signature. Keep in mind that Adobe Acrobat Reader does require a paid subscription upon completion of a free trial.
2. On a Mac, open the PDF in Preview and click "Sign."
3. On Android, iPhone, or iPad, download Adobe Fill & Sign, and then tap the "Signature" button.

For more details on submitting your Smart Start Workforce Grants application, please refer to the Smart Start Workforce Grants application tip sheet: [Steps to Submit an Application](#).

For additional information and local technical assistance through the Child Care Resource and Referral (CCR&R) system, please contact your Smart Start Workforce Grants [Local Expert](#). For any further questions or assistance with document submissions, you can reach out to INCCRRA's Grants Help Desk at grants@incrra.org.