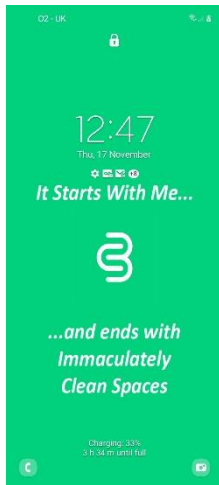




Employee Form Submission

Before proceeding with a form submission, please ensure that your form has been scanned via CamScanner and saved to your mobile phone.



1) Swipe up to unlock your device



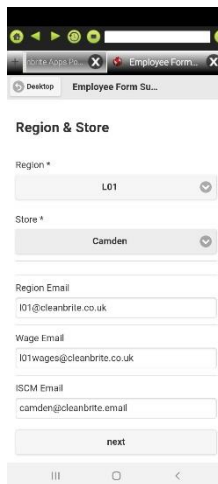
2) enter your pin code



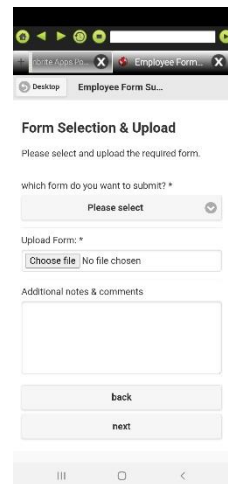
3) Click on the “CB Apps” icon



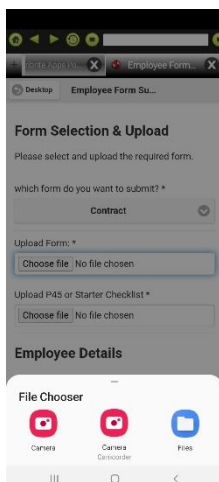
4) Click on the grey “Employee Forms” icon



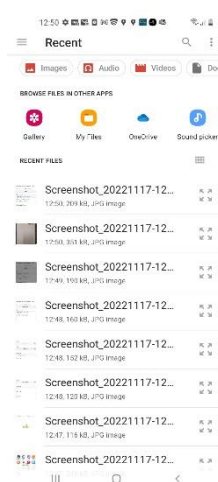
5) Select your Region & Store then click “next”



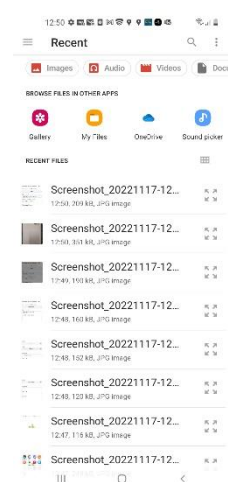
6) Select your form type



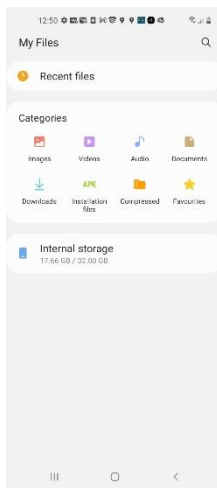
7) Click on “Choose File” and you will be presented with the 3 options.



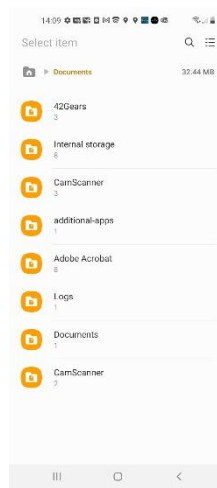
8) Select “Files”, this allows you to select any file previously saved to your phone. **THE DOCUMENT MUST BE SCANNED VIA CAMSCANNER PRIOR TO COMPLETING THIS FORM.**



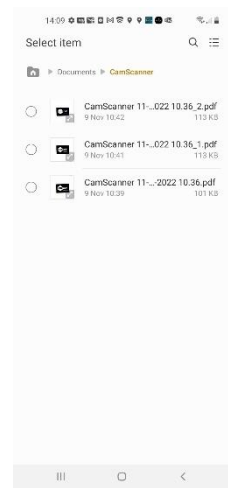
9) You will see a list of “Recent Files” which should display any documents recently scanned via CamScanner. If you do not see the file then click “My Files”



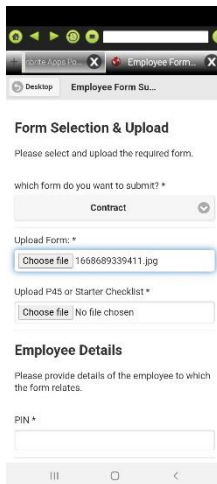
10) Now click on **“Documents”**



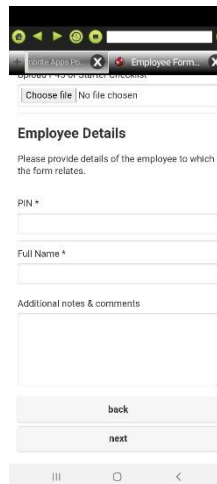
11) Click on **“CamScanner”**



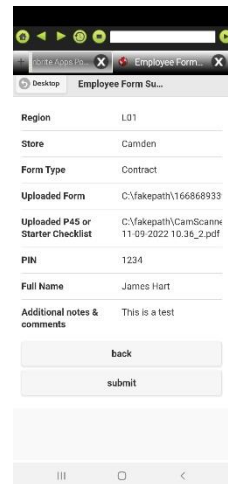
12) Select the desired file and click **“Done”** at the bottom of the screen



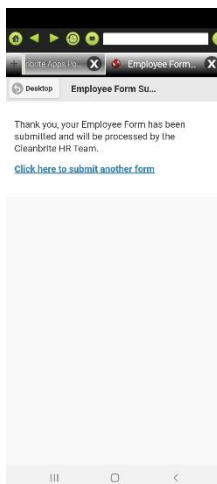
13) Please ensure that the main document and any required supporting document is uploaded.



14) Please ensure all other fields are completed for the selected form type



15) Check the details and then click **“Submit”**



16) If successful, you will be displayed with a confirmation message and you will receive a copy of the email submission.