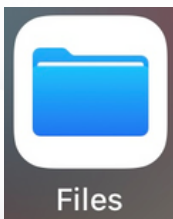
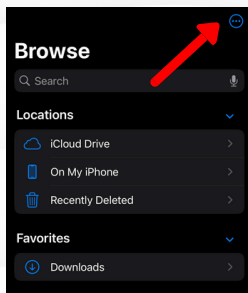


# How to Scan and Upload a Document as PDF via Files App on iPhone

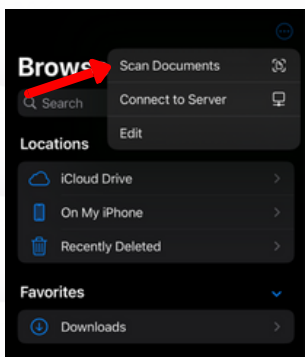
1. Open the Files App on your device:



2. Tap the 3 dots in the right corner:



3. Tap Scan Documents:



4. Hover your iPhone over the page, it will highlight in blue, then save.



5. Go to the POM website and click the link to upload

6. Select "Choose Files" and upload your timesheet

## During the Internship

- Follow workplace policies, dress code, and safety protocols.
- Communicate regularly with your site supervisor and school coordinator.
- Track your work hours accurately on the provided **Timesheet**.

## Timesheet Submission

Submit your monthly timesheet **HERE**

- **Due Date:** Submit your timesheet by the 6th of each month to the Workforce Training Coordinator.

## Timesheet Upload Form

High School Internship Program

Name \*

First Name

Last Name

Name of school you attend: \*

☐ Riverside Jr/Sr High School

☐ Irrigon Jr/Sr High School

☐ Hesperia Jr/Sr High School

☐ Photo Library

☐ Take Photo or Video

☐ Choose Files

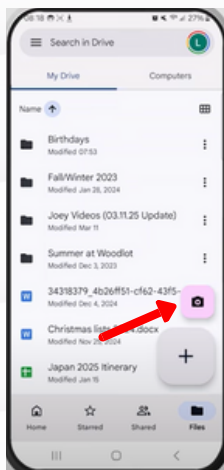
Please upload your document

# How to Scan and Upload a Document as PDF via Google Drive on Android

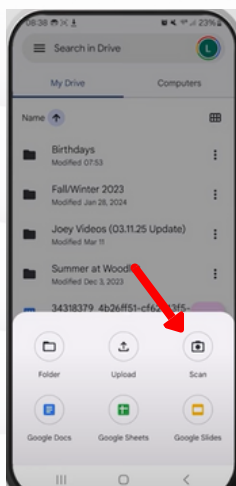
1. Open the Google Drive on your device:



2. Tap the Scan Document icon:



3. Select Scan from the Menu:



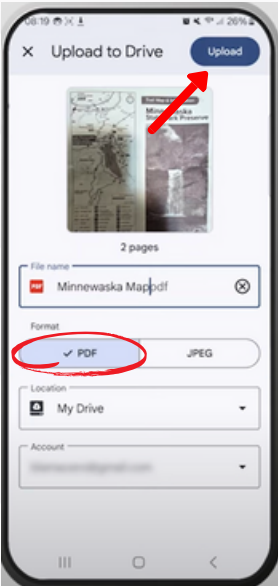
4. Hold the position of the camera and the blue box will adjust its borders:



5. Preview the document on the next screen and tap Done to save the image as a Scan



6. Tap the file to rename it (if you would like) and make sure the format is PDF then select Upload



7. Go to the POM website and click the link to upload

### During the Internship

- Follow workplace policies, dress code, and safety protocols.
- Communicate regularly with your site supervisor and school coordinator.
- Track your work hours accurately on the provided **Timesheet**.

### Timesheet Submission

Submit your monthly timesheet [HERE](#)

- **Due Date:** Submit your timesheet by the 6th of each month to the Workforce Training Coordinator.

8. Select “Choose Files” and upload your timesheet

## Timesheet Upload Form

High School Internship Program

Name \*

First Name

Last Name

Name of schoool you attend: \*

☐ Riverside Jr/Sr High School

☐ Irrigon Jr/Sr High School

☐ Heppner Jr/Sr High School

☐ Ior

☐ Ho

Photo Library

Take Photo or Video

Choose Files

Please upload your document