

Scanning Documents to MYOB Portal/ShareFile through the Nexia EM App

Please see the below instructions on how to scan documents to the MYOB Portal or Sharefile through the Nexia EM App:

For IOS (Apple)

- Open Notes > Click New Note > Scan
- Scan all relevant documents and save
- Click the three dots in the top right hand corner and select 'send a copy' then 'save to files'
- Open NEM App & login to ShareFile or MYOB Portal
- Click the + symbol and choose file to upload
- Tap to select the document to upload then tap "Add a description" and tap "Share" to complete the upload.

For Android

- Once you have 'scanned' the document, open Google Drive App
- In one drive click on 3 dots on right next to the document and select "Download" which will save to the Downloads folder to your phone
- Open NEM App & login to ShareFile or MYOB Portal
- Click the + symbol and choose file to upload
- A prompt will appear to "Choose an action" with options for "Camera, Camera Camcorder and Files". Choose "Files"
- It may default to "GoogleDrive" however tap 3 horizontal lines on top left then select "Downloads".
- Tap to select the document to upload then tap "Add a description" and tap "Share" to complete the upload.

