

Using a Smart Phone to Apply

You can apply for a scholarship using a smartphone. This guide will teach you how to upload a document from a smart phone. If you need help, please call 314-792-7777.

1. Opening the internet on your phone, visit our website at www.ttef-stl.org and click **Scholarship Application**. Requalifying families should follow the instructions on this page to log in. New families should follow the instructions to begin a new application.
2. When you reach a question in the application that asks you to **Upload File**, touch the gray **Upload File** icon by the required document you wish to submit.
3. An iPhone will ask you if you would like to Take Photo or Video, upload a photo that you've already taken from your Photo Library or your iCloud Drive. If you have not yet taken a photo of your document, push **Take Photo or Video**.
4. Before you can take your photo, an iPhone may ask you to **push OK** to allow Safari (your internet browser) to access your camera. If you push Don't Allow, you will not be able to take a photo.
5. Take a photo of your document and push **Use Photo**.
6. Your screen will appear gray with an *Uploading File...* box while your document uploads.
7. A box will open on your screen. Click on the file you would like to upload from your computer. On most computers, may double-click the document to finish your upload. If your upload does not start right away, you may need to click **Open** to finish uploading your document.
8. After a successful upload, you will see the name of your document (in this case W2.pdf) followed by "ready to be saved." When you have finished answering all the required questions in this section of the application, you may click **Save** to continue to another section of the application. Be sure to keep your original documents in case we are unable to view your photo.

