- To **get started** click the bar at the bottom of the screen Add Insurance Card.

- To **add** information add the Provider name and Type of Insurance and click the **SAVE** on the top right side of the screen.

- To **take a picture** of your insurance card (front and back). Click the **add box**. It is recommended that you hold your phone horizontal when taking a picture of the card.

- To **save** your information click the **SAVE** on the top right side of the screen.

- To **edit** information click the picture of the **pencil**. To **save** your edits click the **SAVE** again.

- To **delete** the entry left swipe the arrow symbol on the **right side** of the screen.

- To **view a report** or to **email** the data in each section click the three dots on the upper right side of the screen.