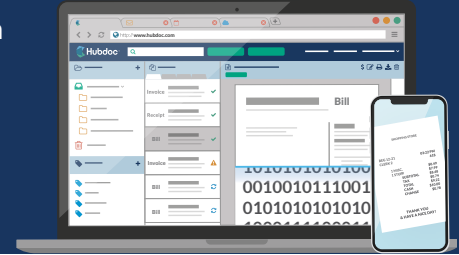


Paper to Hubdoc

Even with so many online banking and billing options available, let's face it – there will always be some paper documents that you'll have to manage. Fortunately, with Hubdoc, it's easy to digitize your paper bills and receipts and file them in the cloud with the rest of your business documents.

This short guide provides step-by-step instructions for adding your paper documents to Hubdoc.



Best Practices for Uploading Paper Documents to Hubdoc

Step 1

Separate Documents by Type and Supplier

Step 2

Check Automated Connections

Step 3

Upload Documents to Hubdoc

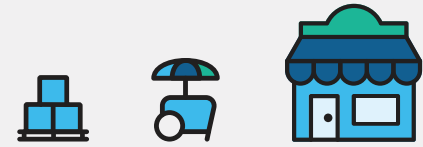
Step 1: Separate Documents by Type and Supplier

Sort your documents prior to uploading. As a best practice, try to upload one (1) document at a time.

Type



Supplier

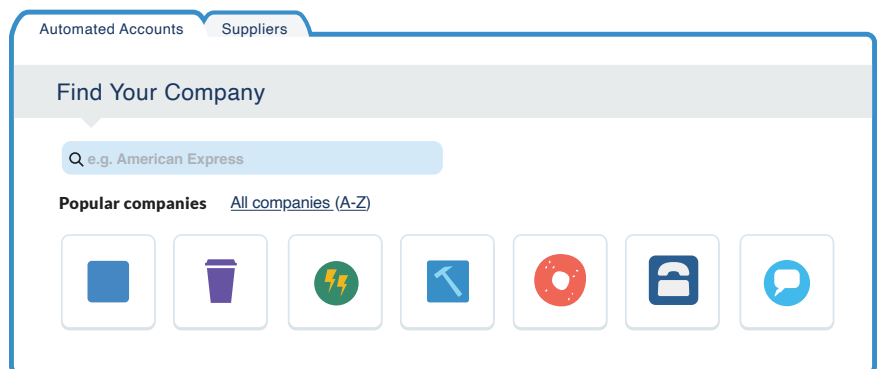


We suggest sorting first by document type – receipts, invoices, and bills – and then by supplier. This is so that you can: a) check for existing suppliers in our automated connections (Step 2), and b) use different upload methods depending on the document type (e.g., receipts may be quicker to photograph via Hubdoc's mobile app, and full-page invoices may be easier to scan).

Step 2: Check Automated Connections

Do you have old invoices from major suppliers (like telecoms or utilities)? You can automatically fetch some of these documents using Hubdoc's automated connections.

To add an automated connection, go to the Hubdoc dashboard and click the green 'Add Account' button. Then, search for the supplier name in the search bar. For more details on how to add a connection, **read this article**. Please note that Hubdoc does not support bank connections in Australia, New Zealand, and the United Kingdom.



Step 3: Upload Documents to Hubdoc

To upload documents: select your preferred method from the list below (or, use them all!!)

Mobile App

Snap a photo with the Hubdoc mobile app!

Take a photo of your receipt, invoice, statement, or bill with our mobile app. You can download our app in your device's app store.

Email

Forward bills and invoices received via email

Ask your primary Hubdoc user for your unique Hubdoc email (it ends in @app.hubdoc.com). Simply email your documents to this email address and Hubdoc will do the rest.

Pro tip:

For recurring or regularly used suppliers, we recommend adding custom forwarding rules to your email account so these invoices and bills can be emailed to Hubdoc automatically.

Uploading

Use Hubdoc's web application to manually upload your documents

Log in to your Hubdoc account via your web browser and click the green "Upload Document" button. Follow the prompts to upload your documents! More details can be found in **this article**.

ScanSnap Cloud

Do you have a ScanSnap scanner?

Use Hubdoc's integration with ScanSnap Cloud to automatically send one document at a time into Hubdoc. Hubdoc currently works with the ScanSnap iX500 and iX100 scanners. More details on how to set up this integration can be found **here**.

Mobile Email

Don't have the mobile app but still want to use your device?

No problem – you can use your email app on your phone! Use your mobile device's camera to take a picture of your document. Attach that image to an email and send to your unique Hubdoc email.

Uploading Multi-Page Documents

Uploading multi-page documents without a scanner

There are a number of apps available that will turn your mobile phone camera into a scanner. A simple app store search will surface several options, such as Genius Scan. (Please note: using these types of tools is merely a suggestion. Hubdoc neither benefits from nor is liable for the performance of any third-party apps.)

Once a document is scanned using this app, forward it via your unique Hubdoc email or other method listed above.

Splitting PDFs in Hubdoc

We recommend uploading documents one-at-a-time; however, Hubdoc supports the ability to split multi-page PDFs. In the Hubdoc dashboard, click 'Upload Document', then select 'Multi-Page PDF Split'.