QUALITY RATED CHILD CARE

PAYMENTS

Georgia Dept of Early Care and Learning
BRIGHT FROM THE START
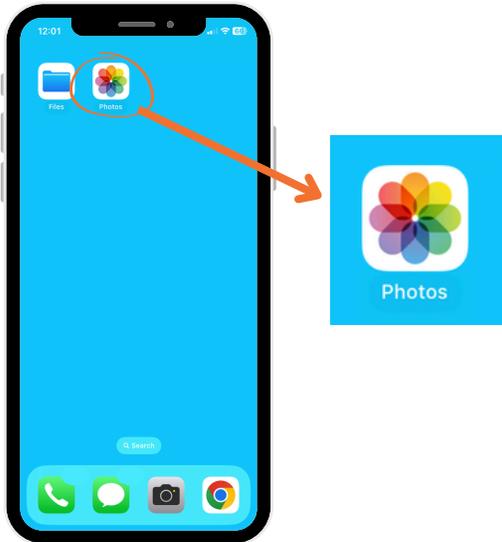
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Change "HEIC" to "JPG" File Type

The DECAL QR Payments system can only process JPG and PDF document types with your application. This document will guide you through how to change an "HEIC" file type (the iPhone image default) to a "JPG."
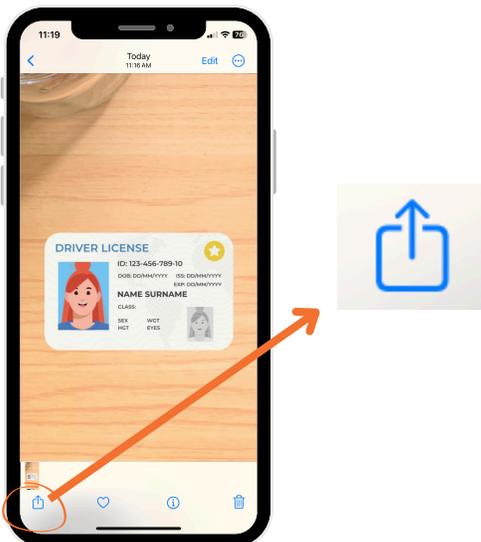
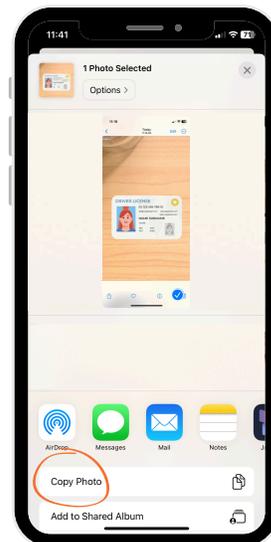**1** To begin, go to the Photo Gallery app on your iPhone.

2 Navigate to the photo you wish to upload with your DECAL QR Payments application.

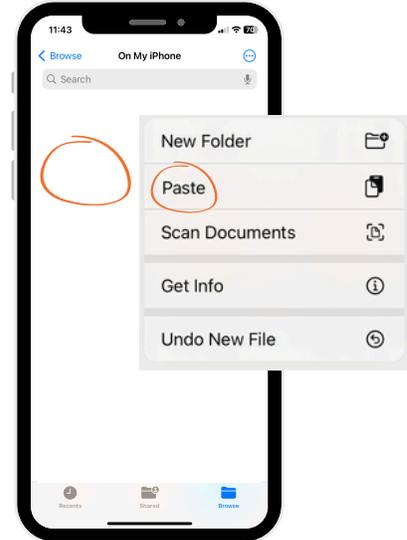**3** Select the share icon at the bottom right of the photo viewer window.

4 Select the "Copy Photo" option at the bottom left.

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5 Navigate back to your home screen and now go to the Files app on your iPhone.

6 Tap and hold any part of the blank space on your file viewer and a menu will appear. Select "Paste."

7 *The pasted image file will automatically be converted to a JPEG/JPG format!* Pay attention to which file folder your image is located in so you can upload it to your DECAL QR Payments application.

8 When you upload your document to your DECAL QR Payments application, select "Choose File" (instead of "Photo Library") and navigate to the file folder your image is in to select and upload it.