



Official Documents

User Guide

Your secure digital wallet for driver's licenses, passports, credit cards, insurance cards, and every other document you carry.

Version 1.0.3

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Contents

1. Getting Started

- 1.1 Downloading and Opening the App
- 1.2 Setting Up Face ID or Touch ID
- 1.3 Registering Your Device
- 1.4 Starting Your Free Trial

2. Scanning Your Documents

- 2.1 Adding a New Document
- 2.2 Using the Camera with Live Detection
- 2.3 Choosing a Photo from Your Library
- 2.4 Cropping and Adjusting
- 2.5 Naming Your Document

3. Managing Your Documents

- 3.1 Your Document List
- 3.2 Editing a Document
- 3.3 Replacing, Adding, or Removing Pages
- 3.4 Reordering Pages
- 3.5 Deleting a Document

4. Presenting Your Documents

- 4.1 Selecting Documents to Show
- 4.2 Enabling Guided Access
- 4.3 The Presentation Screen
- 4.4 Ending a Presentation

5. Your Subscription

- 5.1 Free Trial and Pricing
- 5.2 Managing Your Subscription
- 5.3 Restoring a Purchase

6. Privacy & Security

- 6.1 What Stays on Your Phone

6.2 What We Store on Our Servers

6.3 Law Enforcement Requests

7. Troubleshooting & FAQ

7.1 Face ID Isn't Working

7.2 The Camera Won't Detect My Document

7.3 Common Questions

8. Support

1. Getting Started

1.1 Downloading and Opening the App

Search for **Official Documents** on the App Store, or use the link provided at officialdocument.usegroup.com. Tap **Get** to install, then open the app from your Home Screen.



SCREENSHOT PLACEHOLDER

App Store listing for Official Documents, or the Home Screen icon

1.2 Setting Up Face ID or Touch ID

Official Documents is protected entirely by your device's biometric authentication. There is no PIN, password, or backup login — only Face ID, Touch ID, or your device passcode as a fallback.

Note: Make sure Face ID or Touch ID is already set up in your iPhone's Settings before opening the app. Official Documents uses whatever biometric method your iPhone is already configured with.



SCREENSHOT PLACEHOLDER

Lock screen showing 'Unlock with Face ID' button

1.3 Registering Your Device

1 Unlock with Face ID

The first time you open Official Documents, authenticate with Face ID or Touch ID to continue to setup.

2 Complete the registration form

Enter your name, address, and phone number. This information is encrypted before it ever leaves your device and is used only for device registration and legal compliance — see Section 6.

3 Submit

Tap Continue. Your device is now registered and ready for the next step.



SCREENSHOT PLACEHOLDER

Registration form screen with name, address, and phone fields

1.4 Starting Your Free Trial

After registration, you'll see the **Official Documents Pro** screen. Every new account includes a **30-day free trial** — no charge until the trial ends.

- Tap **Start Free Trial** to begin.
- Confirm with Face ID, Touch ID, or your Apple ID password when prompted.
- After 30 days, your subscription renews automatically at \$3.99/year unless cancelled.
- Already subscribed on another device? Tap **Restore Purchase**.



SCREENSHOT PLACEHOLDER

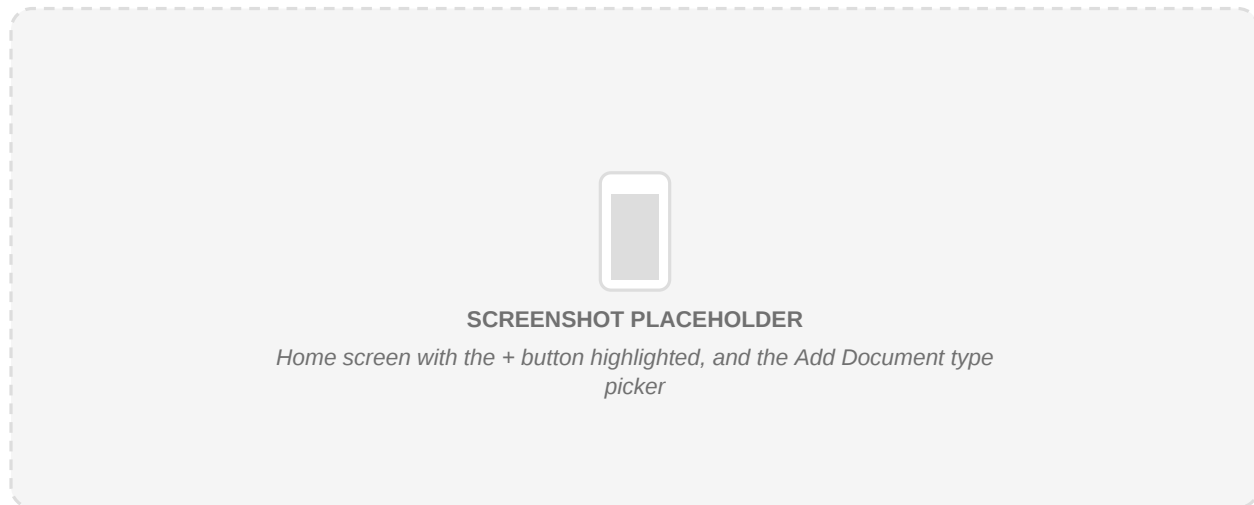
Subscription screen showing \$3.99/year price and Start Free Trial button

Tip: You can cancel anytime in iPhone Settings → Apple ID → Subscriptions. See Section 5 for details.

2. Scanning Your Documents

2.1 Adding a New Document

From the home screen, tap the + button in the top right corner. Choose the type of document you're adding — driver's license, passport, credit card, insurance card, or another supported type — and how many pages it has (for example, front and back of a license, or the photo page of a passport).



2.2 Using the Camera with Live Detection

Position your document inside the on-screen guide box. When Official Documents recognizes the edges of your document, a green outline appears with corner markers and the label **“Document detected — tap to capture.”**

- The guide box automatically adjusts shape — portrait for passports, landscape for cards.
- Tap anywhere on the preview to focus the camera.
- Tap the white shutter button to capture once the document is detected.



SCREENSHOT PLACEHOLDER

Camera screen showing the green detection outline around a card

2.3 Choosing a Photo from Your Library

Already have a photo of your document? Tap **Library** in the bottom left of the camera screen to pick an existing photo instead of taking a new one. The photo you choose goes through the same cropping step described below.



SCREENSHOT PLACEHOLDER

Camera screen with the Library button highlighted, and the photo picker open

Note: The first time you use this feature, iOS will ask for permission to access your photo library. Official Documents only reads the single photo you select — nothing else.

2.4 Cropping and Adjusting

After capturing or selecting a photo, the crop screen appears with draggable corner handles and a rule-of-thirds grid.



1 Drag the corner handles

Adjust the crop boundary to tightly frame your document.

2

Drag the center to reposition

Move the entire crop box without resizing it.

3

Tap Use Photo

Confirm the crop and continue to the review screen, or tap Retake to start over.



SCREENSHOT PLACEHOLDER

Crop screen showing draggable corner handles and grid lines over a document

2.5 Naming Your Document

After reviewing your photo(s), give the document a nickname — for example “My License” or “Work Badge” — or leave it blank to use the document type as the name. Tap **Save** to add it to your home screen.



SCREENSHOT PLACEHOLDER

Nickname entry screen with a preview of the scanned document

3. Managing Your Documents

3.1 Your Document List

The home screen lists every document you've added, with a thumbnail, name, and the date it was added. Tap the circle next to a document to select it for presentation — see Section 4.



SCREENSHOT PLACEHOLDER

Home screen showing a list of saved documents with thumbnails

3.2 Editing a Document

Swipe a document to the **right** to reveal the blue **Edit** button. This opens the Edit Document screen, where you can:

- Change the **document type**
- Rename the **nickname**
- Replace, add, delete, or reorder individual **pages**



SCREENSHOT PLACEHOLDER

Document row swiped open to reveal the Edit button, and the Edit Document screen

3.3 Replacing, Adding, or Removing Pages

1 Replace a page

Tap the camera icon next to any page to rescan it — useful if a photo came out blurry or the document has changed.

2 Add a page

Tap **Add Page** at the bottom of the page list to scan an additional page for this document.

3 Delete a page

Tap **Edit** in the Pages section, then swipe a page left and tap Delete. A document must always have at least one page.



SCREENSHOT PLACEHOLDER

Edit Document screen with page thumbnails, camera icon, and Add Page button

3.4 Reordering Pages

Tap **Edit** in the Pages section, then drag a page using the handle on the right side to move it up or down — for example, to swap the order of the front and back of a card.



SCREENSHOT PLACEHOLDER

Edit Document screen in edit mode with drag handles visible on each page

3.5 Deleting a Document

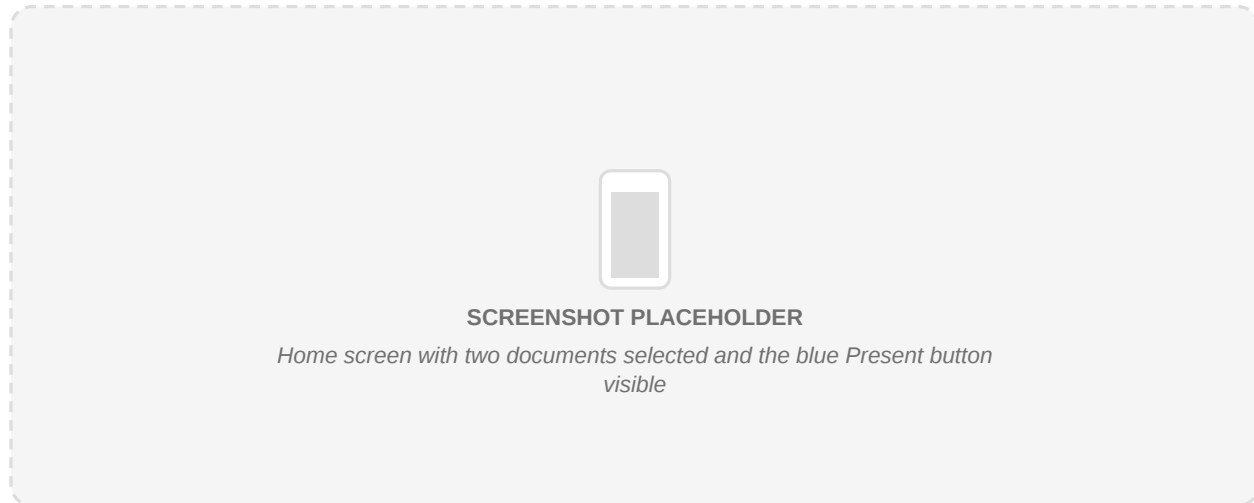
From the home screen, swipe a document to the **left** and tap **Delete**. This permanently removes the document and all of its pages from your device — this cannot be undone.

Important: Deleted documents cannot be recovered. They are not stored anywhere except on your device.

4. Presenting Your Documents

4.1 Selecting Documents to Show

On the home screen, tap the circle next to each document you want to show — for example your driver's license and insurance card for a traffic stop. A blue **Present** button appears at the bottom showing how many documents are selected.



4.2 Enabling Guided Access

Tap **Present**. You'll be guided to turn on **Guided Access** — an iOS feature that locks your phone to a single app so the person you hand it to cannot exit, switch apps, or access anything else.

First time only: If Guided Access has never been used on your iPhone, go to Settings → Accessibility → Guided Access and turn it on, and set a Guided Access passcode (this can be different from your device passcode).



SCREENSHOT PLACEHOLDER

Guided Access handoff screen with instructions to triple-click the side button

4.3 The Presentation Screen

Once Guided Access is active, the presentation screen shows only the documents you selected:

- **Cards** (driver's license, credit cards) display in landscape with a tab strip on the left if you selected more than one document.
- **Passports** display in portrait, full screen.
- **Pinch to zoom** or **double-tap** to zoom in on details like a license number.
- **Front / Back** labels appear at the bottom if a document has multiple pages.
- A **“Read Only · Secured by Face ID”** label reassures the viewer that the phone is locked.



SCREENSHOT PLACEHOLDER

Presentation screen showing a driver's license in landscape with the tab strip



SCREENSHOT PLACEHOLDER

Presentation screen showing a passport in portrait

4.4 Ending a Presentation

1 Triple-click the side button

This is the standard iOS shortcut to exit Guided Access.

2 Authenticate

Confirm with your Guided Access passcode and/or Face ID.

3 Done

The app automatically returns to your normal home screen — no documents remain visible.

Tip: If the screen dims after a minute of inactivity, simply tap anywhere to brighten it again — Guided Access remains active.

5. Your Subscription

5.1 Free Trial and Pricing

Official Documents includes a **30-day free trial**. After the trial ends, the subscription renews automatically at **\$3.99/year** unless cancelled at least 24 hours before the renewal date.

Plan	Price	Includes
Official Documents Pro	\$3.99 / year	Unlimited documents, Guided Access presentation, document editing, smart scanning, and all future updates

5.2 Managing Your Subscription

Your subscription is managed entirely through your Apple ID — Official Documents never has access to your payment information.

1 Open iPhone Settings

Tap your name at the top.

2 Tap Subscriptions

Find Official Documents Pro in the list.

3 Cancel or change plan

You can cancel anytime — access continues until the end of the current billing period.



SCREENSHOT PLACEHOLDER

iPhone Settings showing the Subscriptions page with Official Documents Pro

5.3 Restoring a Purchase

If you reinstall the app or set up a new device with the same Apple ID, tap **Restore Purchase** on the subscription screen to instantly restore your active subscription without being charged again.

6. Privacy & Security

Official Documents was designed from day one with privacy as the foundation — not an afterthought. This section explains exactly what stays on your device and what (very limited) information is stored on our servers.

6.1 What Stays on Your Phone

Your document photos never leave your device. Every page you scan or import is stored only in your iPhone's secure storage, protected by the Secure Enclave and your Face ID or Touch ID. We have no way to view, access, or recover them.

- Document photographs (all pages)
- Document type and nicknames
- Page order and edits

6.2 What We Store on Our Servers

A small amount of information is stored, encrypted, to operate your account and comply with applicable law:

- Your **name, address, and phone number** — encrypted with AES-256-GCM, the same standard used for U.S. government classified information
- A one-way **device fingerprint** that cannot be reversed to identify your device
- An **access log** recording the time, IP address, and (if permitted) approximate location of each app unlock
- Your **subscription status**

6.3 Law Enforcement Requests

If presented with a valid judicial warrant, we may be required to disclose your registration information and access log. We **cannot** disclose document photographs under any circumstances — they do not exist on our servers and cannot be retrieved by us.

For the complete privacy policy and terms of service, visit:

- officialdocument.usegroup.com/privacy
- officialdocument.usegroup.com/terms

7. Troubleshooting & FAQ

7.1 Face ID Isn't Working

- Make sure Face ID is enabled in iPhone Settings → Face ID & Passcode.
- After two failed Face ID attempts, Official Documents will offer your **device passcode** as a fallback — enter it to continue.
- If the app still won't unlock, force-close it (swipe up and hold, then swipe the app away) and reopen it.

7.2 The Camera Won't Detect My Document

- Make sure the document is placed on a flat, contrasting background — a dark table works well for light-colored cards.
- Ensure there's enough light — avoid glare and shadows across the document.
- Hold the camera directly above the document, not at an angle.
- You can always tap the shutter manually even without the green detection outline, then adjust the crop afterward.
- Prefer to use an existing photo? Tap **Library** to choose one from your Photos app instead.

7.3 Common Questions

Can I use Official Documents instead of my physical ID?

Official Documents is a convenience tool. Whether a digital copy is accepted is up to the officer, business, or agency you're presenting to. Always carry your physical documents when required by law.

What happens if I lose my phone?

Document photos are protected by your device passcode and Face ID / Touch ID and are encrypted on the device itself. Use Find My iPhone to remotely erase your device if it's lost or stolen.

Can someone else view my documents if they have my phone?

No. Opening the app, and exiting a presentation, always requires Face ID, Touch ID, or your device passcode.

How do I delete my account entirely?

Delete the app from your iPhone to remove all document data immediately. To request deletion of your server registration record, email support@usegroup.com.

Does the app work without an internet connection?

Viewing and presenting your already-scanned documents works fully offline. An internet connection is required for initial registration, subscription verification, and adding new documents.

8. Support

Have a question that isn't covered in this guide, or run into a problem? We're happy to help.

Email Support	support@usegroup.com
Support Page	officialdocument.usegroup.com/support
Privacy Policy	officialdocument.usegroup.com/privacy
Terms of Service	officialdocument.usegroup.com/terms

We typically respond to support emails within 24 hours. Thank you for using Official Documents — your wallet, on your phone.

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