



Upload signatures for payment

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Upload electronic signatures to be used for grant check payments.

The screenshot shows the 'Electronic Signatures' page. At the top left is a home icon and the breadcrumb 'Tables > Electronic Signatures'. At the top right is a dropdown menu labeled 'District Admin'. Below the breadcrumb is a 'Save' button. The main form area contains:

- 'Signature Name:' followed by a text input field and a 'Browse' button.
- 'Password:' followed by a text input field.
- 'File Name:' followed by a text input field.
- Below the 'File Name' field are six checkboxes labeled AR, FIN, GP, HR, PUR, and WHSE.

 At the bottom of the form is a table with the following columns: Delete (trash icon), Signature Name, File Name, AR, FIN, GP, HR, PUR, WHSE. The 'GP' checkbox in the table is circled in red.

Field	Description
Signature Name	<p>Type the name of the signature to be displayed across the applications.</p> <ul style="list-style-type: none"> Click Browse to open the Import window. Select the desired file and click Open to select the signature file. You can import a .bmp, .jpeg, .jpg, gif., or .png file. The signature image is displayed and the File Name field is automatically populated with the file name. Click Cancel to close the window without selecting a signature file.
Password	<p>Type a password to encrypt the signature file. This password is required for decryption each time you select and use the signature in an application. If you upload a signature file that was previously password encrypted, a pop-up window is displayed prompting you for that password.</p> <ul style="list-style-type: none"> In the Password field, type the password to decrypt the signature file. Click OK to upload the signature file. Click Cancel to return to the Electronic Signatures page. <p>Passwords can be a minimum of one character and a maximum of 16 characters. The following special characters are not allowed: #, %, &</p>

Select **GP** to allow the signature to be used for payment processing in Grants and Projects.

Click **Save**.