



## Upload signatures for payment



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Upload electronic signatures to be used for grant check payments.

The screenshot shows a web interface for uploading electronic signatures. At the top, there's a breadcrumb trail: 'Tables > Electronic Signatures' and 'District Admin'. Below this is a 'Save' button. The main form has three input fields: 'Signature Name' with a 'Browse' button, 'Password', and 'File Name'. Underneath are checkboxes for departments: AR, FIN, GP, HR, PUR, and WHSE. At the bottom, there's a table with columns: 'Delete', 'Signature Name', 'File Name', and checkboxes for each department. The 'GP' checkbox in the table is circled.

| Field                 | Description  |
|-----------------------|--|
| <b>Signature Name</b> | <p>Type the name of the signature to be displayed across the applications.</p> <ul style="list-style-type: none"> <li>Click <b>Browse</b> to open the Import window.</li> <li>Select the desired file and click <b>Open</b> to select the signature file. You can import a .bmp, .jpeg, .jpg, gif., or .png file.</li> <li>The signature image is displayed and the <b>File Name</b> field is automatically populated with the file name.</li> <li>Click <b>Cancel</b> to close the window without selecting a signature file.</li> </ul>  |
| <b>Password</b>       | <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"> <li>In the <b>Password</b> field, type the password to decrypt the signature file.</li> <li>Click <b>OK</b> to upload the signature file.</li> <li>Click <b>Cancel</b> to return to the Electronic Signatures page.</li> </ul> <p>Passwords can be a minimum of one character and a maximum of 16 characters. The following special characters are not allowed: #, %, &amp;</p> |

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

Click **Save**.