

select_check_signature

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Click **Check Signatures**. A pop-up window is displayed.

The **Please choose signature style** field is set to the *2 Line Signature* by default. Click ⌄ to display a drop-down list with both the *2 Line Signature* and *3 Line Signature* options.

Select **Print #1** to print the first signature on the check. If not selected, the signature is not printed on the check.

Select **Print #2** to print the second signature on the check. If not selected, the signature is not printed on the check.

In the **Signatu**re fields, click ⌄ to display a list of available signature files. Select the desired signature file.

Note: The signature files are maintained on the Tables > Electronic Signatures page in District Administration.

Click **OK** to accept the selected signatures and close the pop-up window. Otherwise, click **Cancel** to return to the sample check view without selecting any check signatures.

If the selected signature file is password encrypted, the Signature Password pop-up window is displayed.

In the **Password** field, type the associated password to decrypt the signature file.

Click **OK** to insert the signature file. Otherwise, click **Cancel** to return to the signature file pop-up window.