

select_check_signature

Table of Contents

select_check_signature i

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

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

- 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 **Signature** fields, click ⌄ to display a list of available signature files. Select the desired signature file.
    - Click **OK** to accept the selected signatures and close the pop-up window.
    - 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.