

Select Signature

Table of Contents

Select Signature i
Select Signature 1

Select Signature

Click **PO** Signature. 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 **Signature** 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.