**Electronic Signature Import Template**

**LEA Name Date**

**Officer Name Title**

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* For the best results, use black ink. You can use a ballpoint pen with a broad tip or a fine-tipped Sharpie.
* To ensure readability and optimal scanning, sign clearly within the lines of the box without touching the edges.
* For optimal import, select the highest quality scan setting.
* The import will use the box with the best appearance.

**Electronic Signature Import Template Instructions**

* While importing, capture a screenshot of the completed template.
* Select a graphics editing program such as Paint, Photoshop, or GNU Image Manipulation (GIMP) to isolate the best signature box.
  + Verify that the signature box meets the appropriate height/weight ratio for the import.
  + If your height/weight ratio is changed, the signature may be cropped upon import.
* Use the **District Administration > Tables > Electronic Signatures** page to upload (import) the applicable signatures.
* In your test environment, generate a check in Payroll or Finance to test the signature. For example, you can use the **Finance > Maintenance > Postings > Check Processing – PO**tab to create a test payment. Then, use the **Finance > Maintenance > Check Processing > Print Checks** tab to create a test check for the test payment.
* Click the **Check Signatures** button. Choose the signature style applicable to your LEA and follow the Help guidance for Check Signatures.
* Use the 3-signature check setting, select the new and 2 existing signatures.
* Produce the PDF and verify the old and new signatures match in size and position.
  + If they do not match, adjust the signature block in the image until it is similar.
  + If they are similar in size and position, and you are satisfied with the appearance and position of the signature, you have completed the process.