



Upload signatures for payment

Table of Contents

Upload signatures for payments

[District Administration](#) > [Tables](#) > [Electronic Signatures](#)

Upload electronic signatures to be used for grant payments.

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

Select **GP** to allow the signature to be used in the Grants and Projects application.

Click **Save**.



Back Cover