



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 for payment processing in Grants and Projects.

Click **Save**.



Back Cover