



Upload signatures for payment

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Upload signatures for payments

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Upload electronic signatures to be used for grant check payments.

The screenshot shows the 'Electronic Signatures' page. At the top, there is a 'Save' button. Below it are input fields for 'Signature Name', 'Password', and 'File Name'. A 'Browse' button is next to the 'Signature Name' field. Underneath are checkboxes for departments: AR, FIN, GP, HR, PUR, and WHSE. At the bottom, there is a table with columns: Delete, Signature Name, File Name, AR, FIN, GP, HR, PUR, and WHSE. The 'GP' checkbox in the table is circled.

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**.



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