



## **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 left is a 'Save' button. Below it are input fields for 'Signature Name', 'Password', and 'File Name', with a 'Browse' button next to the 'Signature Name' field. Underneath are checkboxes for AR, FIN, GP, HR, PUR, and WHSE. At the bottom 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
<b>Signature Name</b>	<p>Type the name of the signature to be displayed across the applications.</p> <ul style="list-style-type: none"> <li>Click <b>Browse</b> to open the Import window.</li> <li>Select the desired file and click <b>Open</b> to select the signature file. You can import a .bmp, .jpeg, .jpg, gif., or .png file.</li> <li>The signature image is displayed and the <b>File Name</b> field is automatically populated with the file name.</li> <li>Click <b>Cancel</b> to close the window without selecting a signature file.</li> </ul>
<b>Password</b>	<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"> <li>In the <b>Password</b> field, type the password to decrypt the signature file.</li> <li>Click <b>OK</b> to upload the signature file.</li> <li>Click <b>Cancel</b> to return to the Electronic Signatures page.</li> </ul> <p>Passwords can be a minimum of one character and a maximum of 16 characters. The following special characters are not allowed: #, %, &amp;</p>

Select **GP** to allow the signature to be used for payment processing in Grants and Projects.

Click **Save**.



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