



## Select Signature




# Table of Contents

Select Signature ..... 1



# Select Signature

Click **PO** Signature. A pop-up window is displayed.

- The **Please choose signature style** field is set to the 2 Line Signature by default. Click  to display a drop-down list with both the **2 Line Signature** and **3 Line Signature** options.
- Select **Print #1** to print the first signature on the check. If not selected, the signature is not printed on the check.
- Select **Print #2** to print the second signature on the check. If not selected, the signature is not printed on the check.
- In the **Signature** fields, click to display a list of available signature files. Select the desired signature file.

**Note:** The signature files are maintained on the Tables > Electronic Signatures page in District Administration.

- Click **OK** to accept the selected signatures and close the pop-up window. Otherwise, click **Cancel** to return to the sample check view without selecting any check signatures.
- If the selected signature file is password encrypted, the **Signature Password** pop-up window is displayed.
  - In the **Password** field, type the associated password to decrypt the signature file.
  - Click **OK** to insert the signature file. Otherwise, click **Cancel** to return to the signature file pop-up window.



## Back Cover