

# Electronic Signatures - DA1220

**Table of Contents**

### [Electronic Signatures - DA1220](#_bookmark0) [1](#_bookmark0)

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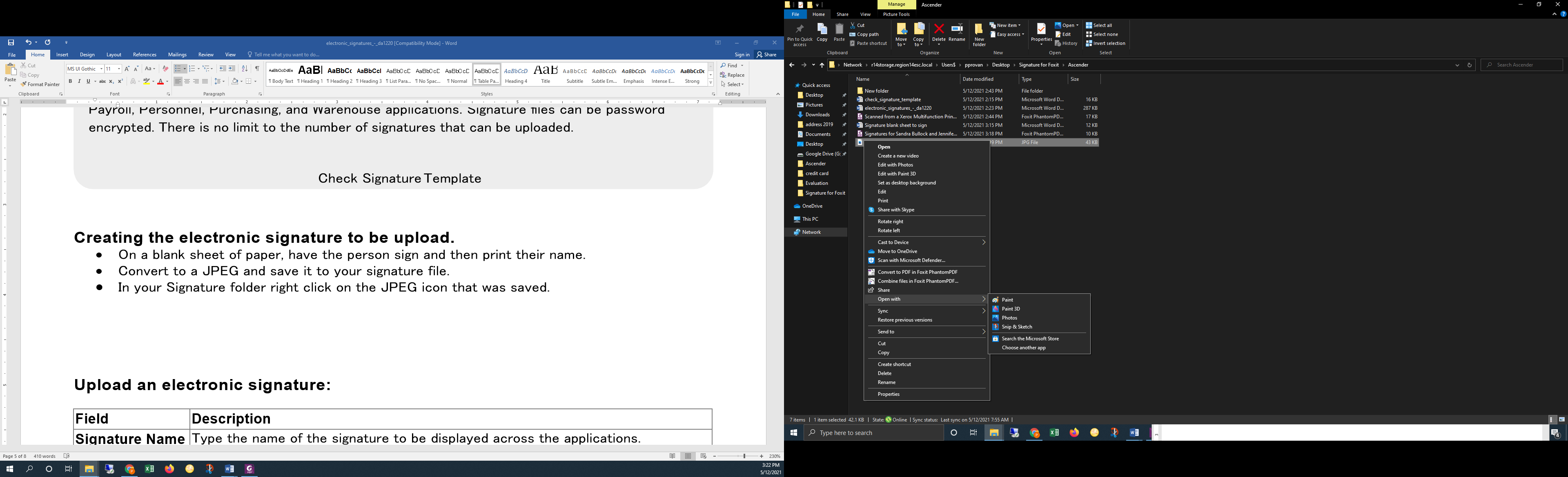
***District Administration > Tables > Electronic Signatures***

This page is used to upload, edit, and delete electronic signature ﬁles. The signature ﬁles can be

used for various purposes (e.g., checks, purchase orders) in the Accounts Receivable, Finance, Payroll, Personnel, and Purchasing. Signature ﬁles can be password encrypted. There is no limit to the number of signatures that can be uploaded.

**Creating the electronic signature to be uploaded:**

* On a blank sheet of paper, have the person sign and then print their name.
* Convert to a JPEG and save it to your signature file.
* In your Signature folder right click on the JPEG icon that was saved previously.
* Right click on the JPG File and Open with Paint



* Select > Rectangular Selection - Make a Rectangular Box around the signature.
* Crop
* Save file as a bmp

**Upload an electronic signature:**

* Enter the name in the Signature Box
* 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** and the field is automatically populated with the file name.
* 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.
  + 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.
  + Passwords can be a minimum of one character and a maximum of 16 characters. The following special characters are not allowed:

#, %, &

* Click Save
* The Signature & File name will be moved to the bottom section.
* You can now add another signature.

**Other functions and features:**

* Click the trashcan to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
* Click Cancel to not delete the row.

Click **Cancel** to close the window without selecting a signature file.

Select the applications in which the signature can be accessed. You can select multiple applications.

### AR - Accounts Receivable FIN - Finance

**GP - Grants and Projects**

**HR - Human Resources** - If selected, the signature can be used in the Payroll and Personnel applications.

**PUR** - Purchasing

Click **Save**.

