



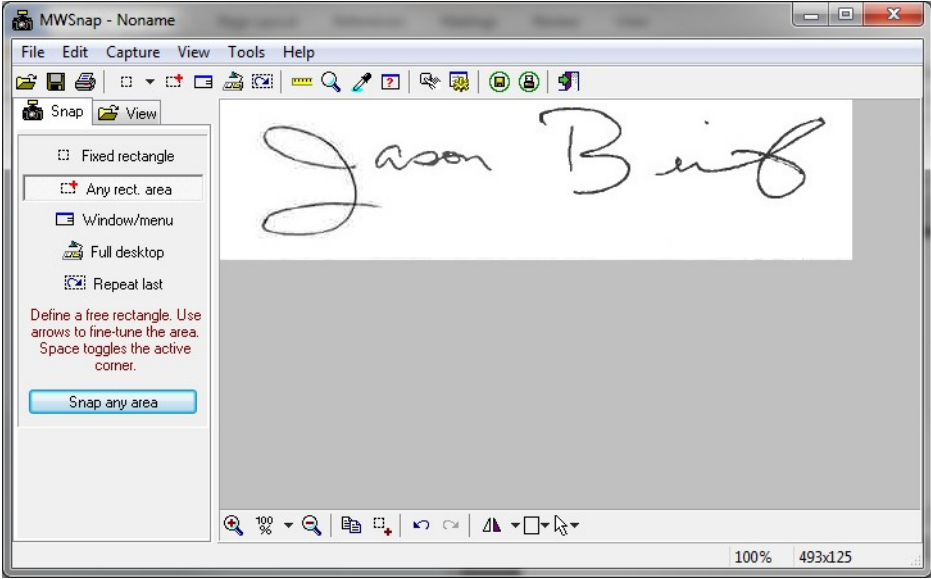


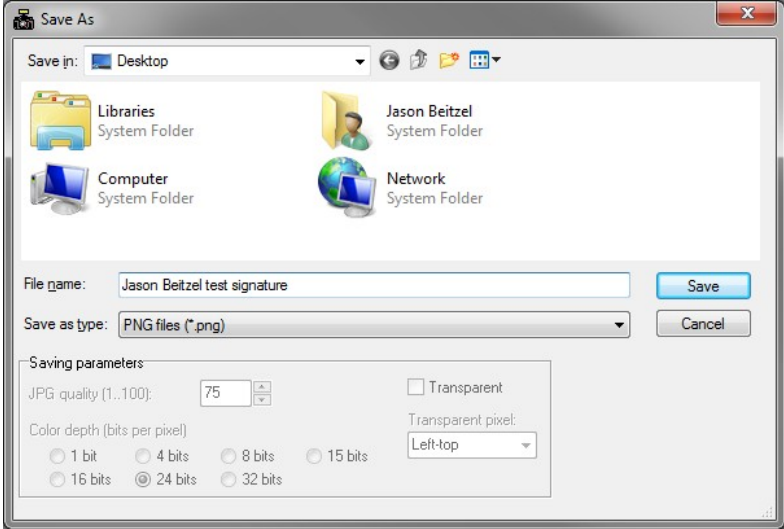
## CREATE AND UPLOAD A SIGNATURE FILE TO PSFIN

Signature files that users upload must meet certain specifications to appear properly on checks. The step by step instructions below include specification instructions to ensure signatures meet requirements.

Follow the instructions below to capture a signature file:

Step	Action
1.	Print the template at the end of this job aid.
2.	<p>Sign inside the box. The box represents the signature box on PSFIN v9.2 checks. The box is four inches wide by one inch tall and the signature will be reduced by 50% on the check to smooth out any remnants of the scanning process.</p> <p><b>Note:</b> <i>Make sure the signature is contained within the box provided.</i></p>
3.	<p>Scan the image and save or send to your desktop computer. If you need assistance scanning your signature, Publications, Media and/or Communications departments are good resources to ask.</p> <p><b>Note:</b> <i>Depending on the type of scanner used, users may need to send the scanned signature to an email address to access it.</i></p>
4.	<p><a href="#">Save</a> the scanned image as a PDF file. Below is an example of a signature that was scanned and sent to a computer to be saved as a PDF file.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>Attached Image</b></p> <p><input type="checkbox"/> noreply@usg.edu</p> <p>Sent: Tue 1/27/2015 3:24 PM</p> <p>To:  Jason Beitzel</p> <hr style="border-top: 1px dashed #ccc;"/> <p> Message  0944_001.pdf (19 KB)</p> </div>

Step	Action
5.	<p>Open the PDF file with the signature. Ensure the zoom level is at 100%. The PDF file should look similar to the image below.</p> 
6.	<p>Use a screen capture tool to save the signature image as a PNG file. ITS recommends using one of the following free screen capturing tools:</p> <ul style="list-style-type: none"> <li>• Snipping Tool (available with MS Windows)</li> <li>• MWSnap (free download from the Internet)</li> <li>• Jing (free download from the Internet)</li> </ul>
7.	<p>When capturing the signature image, only capture the signature. <b>Do not include the 4x1 inch box or it will be included as part of the check signature.</b> Below is an example of an image captured with MWSnap.</p> 

Step	Action
8.	<p>Within the screen capturing tool, save the signature image as a PNG file as seen below:</p> 
9.	<p>Once the signature is saved as a PNG file, it is ready to upload to the server and print on checks.</p>

Follow the instructions below to upload a signature file into PeopleSoft Financials:

Step	Action
1.	Navigation: <b>BOR Menus &gt; BOR Accounts Payable &gt; BOR AP Use and Processing &gt; AP Check Image Upload</b>
2.	Enter or select <b>Business Unit</b> .
3.	Click the <b>Search</b> button.
4.	On the <b>AP Check Image Upload</b> page, click the <b>Add</b> button to upload the signature file.
5.	Browse for the signature .png file, select it, and click <b>Open</b> .
6.	Select the <b>Upload</b> button.
7.	Select the <b>View</b> button to confirm <a href="#">the correct file</a> uploaded. Select the <b>Delete</b> button to allow add and upload of a new file.
8.	Click <b>Save</b> after confirming the upload.
9.	Signature image is uploaded into the system.

## TEMPLATE PAGE FOR SIGNATURE CAPTURE

1. Print this page.
2. Sign within the box below.
3. Scan and save this page as a **PDF** file.
4. Capture and save the signature as a **PNG** file.
5. Upload the signature.

**Refer to pages 1 through 4 of this Job Aid for further details.**

**Enter signature below as it should appear on your printed checks.**

