



Digital Signatures

An option is available to print digital signatures on checks. Four digital signatures can be added, with one selected to print on a check. The signatures are scanned and saved as a .bmp file.

Scan Signatures

1. Have each individual authorized to sign checks write their signature on a piece of blank, white paper. Black ink usually works the best.
2. Scan each signature individually.
3. Save each signature individually. The signature files are Sig1.bmp, Sig2.bmp, Sig3.bmp, and Sig4.bmp.
4. Copy these files to the C:\CKV\Fairplus\WY\Files folder.

Setup Digital Signatures

1. Click **Go to > Financial > Checks > Print**. See Figure 1.

Return Checks To Print Starting Check Number
Process Required Funds Ending Check Number
STOP! Printing Check ☐
☒ Digital Signature
Digital Signature... (Click on desired signature)
Mickey Mouse Daffy Duck
Minnie Mouse Fred Flintstone

Figure 1. Digital Signatures

2. Check the **Digital Signature** box.
3. The four available signatures display. Select the radio button for the **desired signature**.
4. Click **Return**.