

## **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.

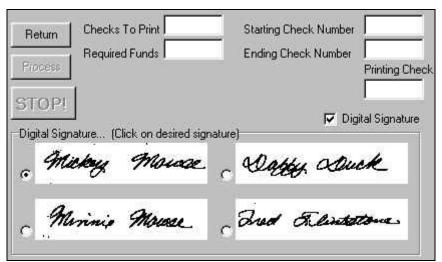


Figure 1. Digital Signatures

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

4. Click Return.

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