

## Digital Signature Form

Use this area to have a digital signature entered on MICR checks. The Individual who is authorized to sign should sign below. Signature must be in **BLACK ink and between the FOUR corners**. Do NOT fold or damage form.



### **INSTRUCTIONS:**

- 1) Scan the signature (this document).
- 2) Crop signature within the four corners.
- 3) Save file with the following attributes:
  - a. Scanner resolution = 200 DPI
  - b. Number of pixels = 600x200 maximum
  - c. File format = .JPG, .BMP, or .GIF
  - d. File size = 200K maximum
- 4) If blotches or imperfections in signature file edit (clean up) using Microsoft ® Paint.
- 5) Upload signature file on the following page in Inn-Flow: Accounting> Administration> Account Management> (Choose E/HID)> Operating Account> Upload Digital Signature.
- 6) Verify and approve for use.
- 7) View Test Check in Check printing.