

## UPLOADING A DIGITAL SIGNATURE in Payroll Relief

Client Code \_\_\_\_\_ Employer Name \_\_\_\_\_

Use the template below for the individual who is authorized to sign on this employer's payroll account to handwrite their signature. This signature will then be scanned and uploaded to Payroll Relief for printing on paychecks, tax agency checks, and/or checks to third parties. Do not fold or damage this form.

### INSTRUCTIONS:

1. Print this page and have the authorized person handwrite their signature in BLACK INK within these borders (2.75" x .75"):



2. Scan the image using a resolution of 200 dots per inch (DPI). A lower resolution (e.g., 150 DPI) may create an image that is too large; with a higher setting (e.g., 300) the image may be too small.
3. Edit the scanned file using a graphics program like MS Paint, to remove any blotches or imperfections and to ensure the file is no larger than 600 x 200 pixels in dimensions.
4. Save the file in .JPG, .BMP, or .GIF format, making sure it is no larger than 200K in size. The system will reject a file that does not match these specifications.
5. From the Employer > Preferences screen, click Upload Signature. Browse for your file and upload it.
6. Enable the signature for printing on payroll, tax agency, and/or third-party checks.
7. From the Payroll > Check Printing screen, display or print a text check. You may adjust the signature up or down on the Employer > Preferences screen.
8. If the authorized signature changes later, click Remove Signature and upload a replacement.