User Signature Upload

APTAWEB-12045

Introduction

AptaFund has added a new signature upload screen for employee documents. The screen is under My AptaFund > Employee Self-Service. The screen name is My Signature.
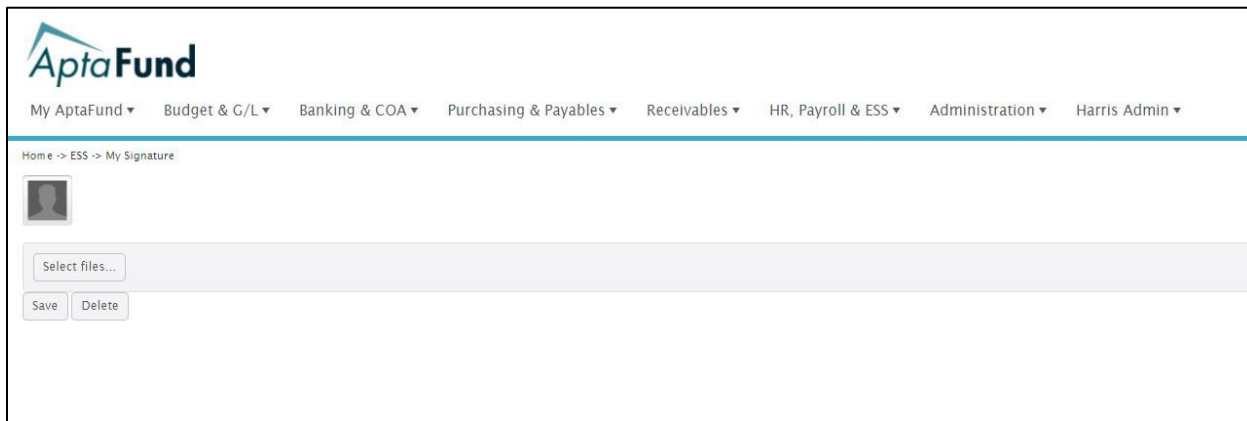

Figure 1: My Signatures Screen

Procedures to Add a Signature

Click Select Files. Enter the path to find a saved signature on your computer. Signature must be a jpeg, jpg, or png. Click Open.
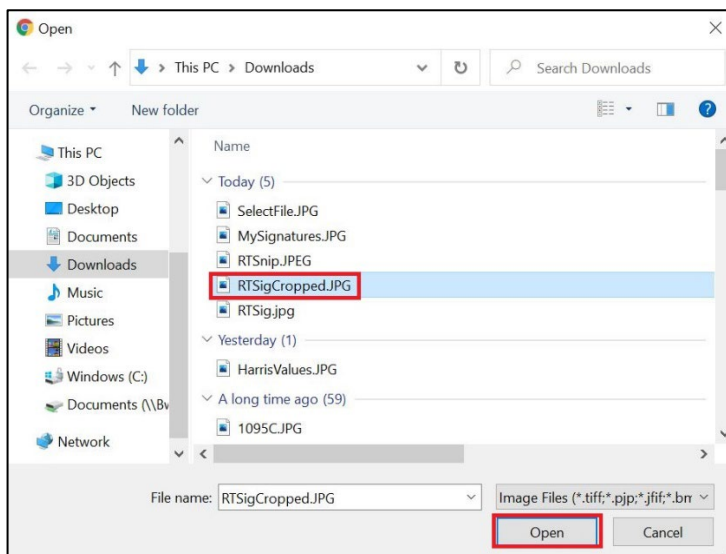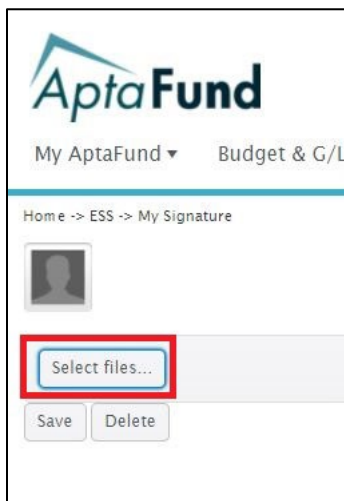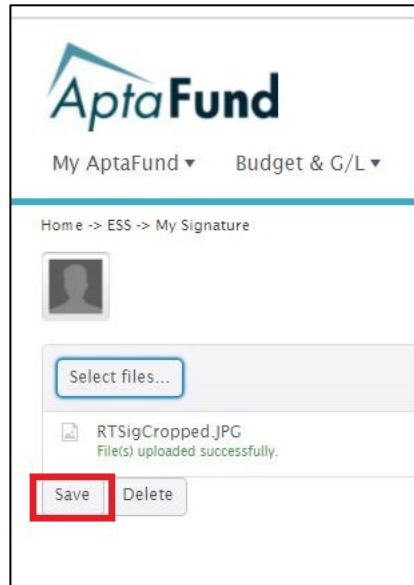

Figure 2: Select Files

Figure 3: Save Signature File

File shows uploaded successfully. Click Save.

Procedures to Create a Signature for Upload

Scan a signature that is written on a blank sheet of paper. Set your scanner to create a jpeg, jpg, or png picture file.
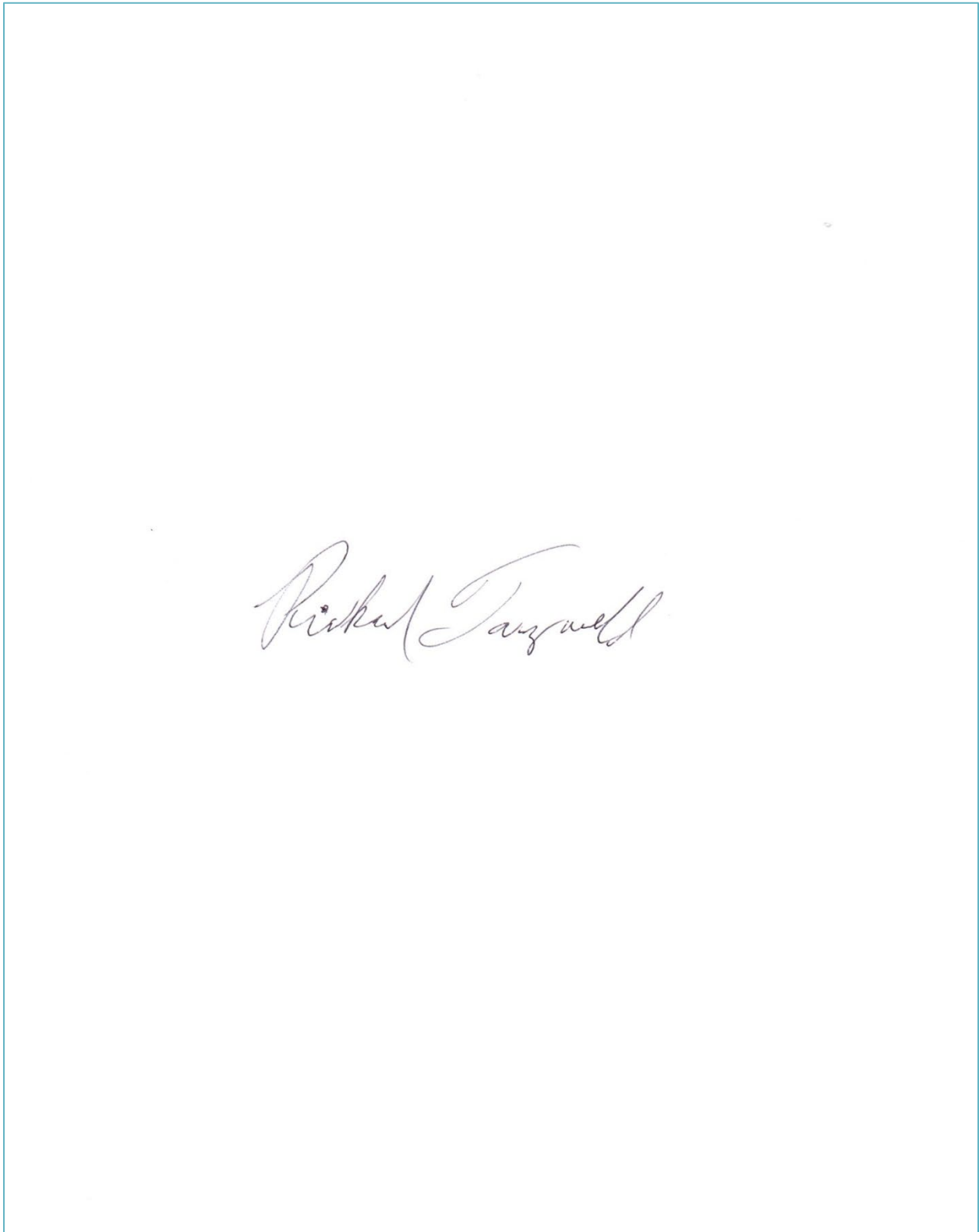

Figure 4: Scanned Signature Paper

Use your snipping tool to crop the signature to a smaller area. If you load the signature as scanned, the entire sheet of paper will load along with the signature and make the signature very small on the document. Crop the signature, and save as a jpeg, jpg, or png. You can upload this signature.
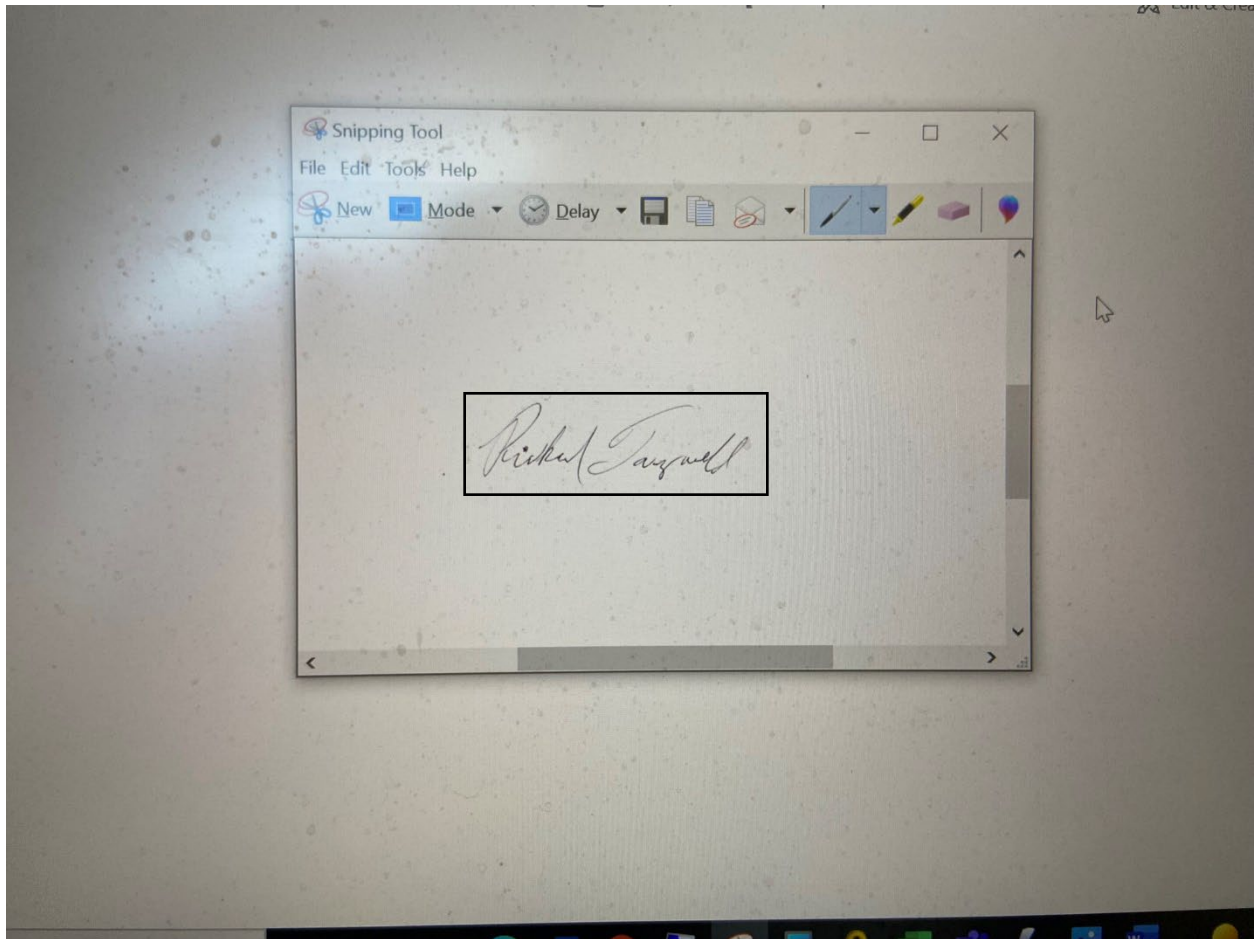

Figure 5: Snipping Tool

When you name your signature file prior to saving, do not put any special characters in the signature file name. For example, if the person's name is O'Hara, do not put the apostrophe in the signature file name. Doing so causes the signature to display vertically on a document.