**PREPARING FILE FOR APPLYING SIGNATURES TO CHECKS**

January 16, 2014

* A blank paper is placed over a copy of the check stock to indicate where the signatures should be placed.
* The blank paper is then signed by the persons whose signature is required for the checks.
* The paper with the duo signatures is now scanned and saved as a PDF file.
* Then it is password protected and saved secure. (Currently, this file is stored in the *H:\signatures\checks* drive, which is limited to personnel who require access.)

**ADJUSTING PLACEMENT OF SIGNATURES FOR NEW CHECK STOCK**

* Print the current signature from file onto blank paper.
* Place paper on the glass of the copier just above or below the actual size of the paper to compensate for the new placement and copy it.
* View the new copy over the new check stock for suitable placement.
* Repeat process until placement is correct.
* Scan and save the new copy as a PDF file, password protected, and stored in the signature directory.