

Instructions for adding an Electronic Signature to your checks

To add an electronic signature to RPM, you have to scan a signature and create an electronic file out of a signature on paper. The file should be a bitmap bmp file. Signature files should not be larger than 3" X ½". The entire image paper size needs to be 3 X ½" not just the signature portion. For example, if you scan your signature on a full size piece of paper, you need to crop the signature portion to be no more than 3" X ½" in total size. You then assign and position the signature file on the Check Layout screen (under the Utilities, Set Up menu).

Use the form below to sign and scan your signature.

www.rpmccs.com/files/SignatureFiles/SignatureForm.pdf

A blank signature file of the correct size is available below. You can copy and paste your scanned signature into this file and save it as your signature file. It must fit in the available size of 3" x ½".

www.rpmccs.com/files/SignatureFiles/BlankSignature.bmp

A sample signature file of the correct size is available below. You can use this to test a signature on your check layout or compare to format of your signature file.

www.rpmccs.com/files/SignatureFiles/SampleSignature.bmp

The Check Layout topic from the User Guide is available here:

www.rpmccs.com/files/PDF/UserGuide/CheckLayout.pdf