



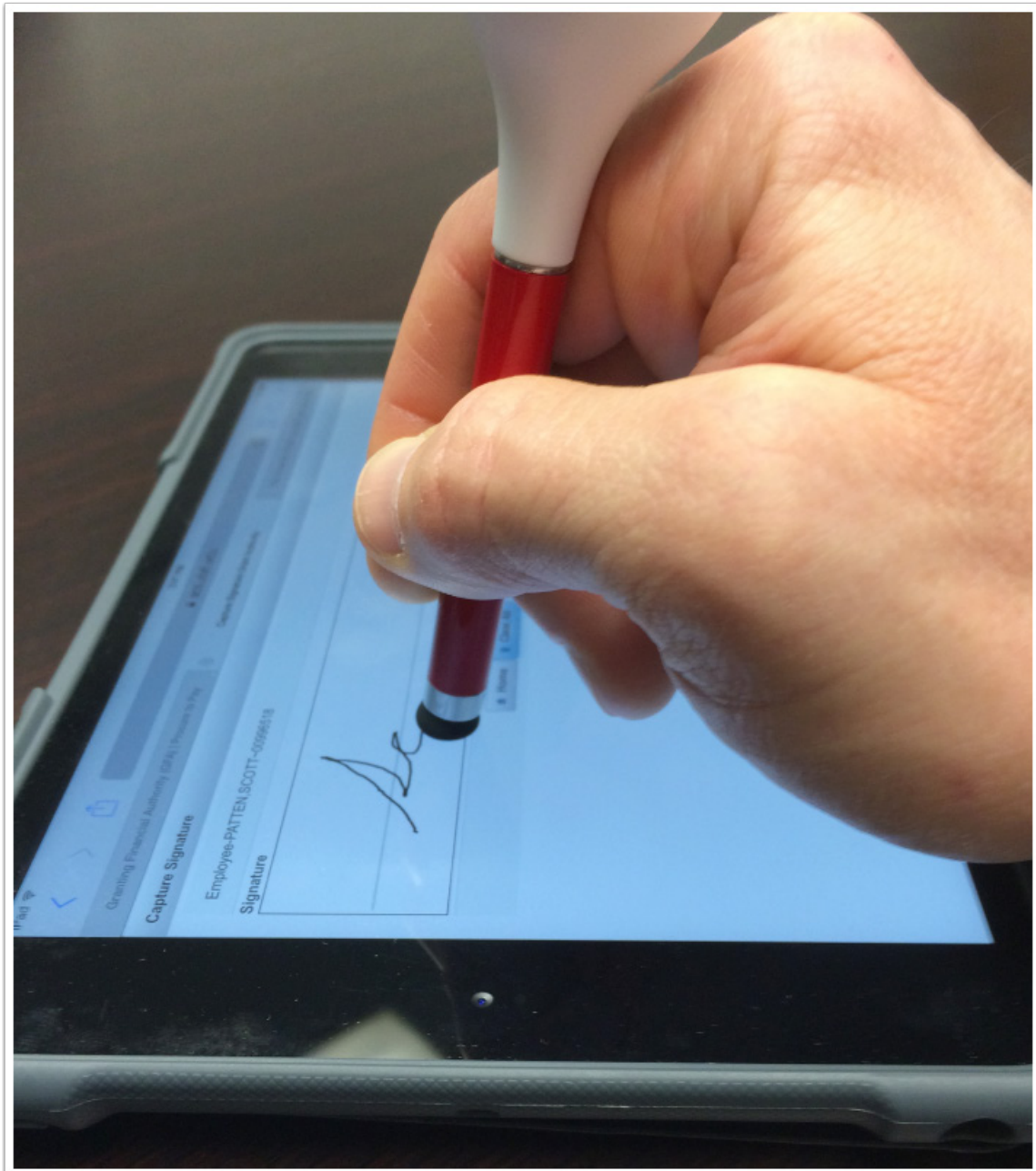
HowTo: Capture Signature

Welcome to our HowTo guide for capturing signatures in the GFA Application.

This is a walk-through of the process, created to make your job easier.

If you have any questions after reading this guide, [please contact us](#).

The Capture Signature application works best with a stylus and tablet – but a smart phone will also work.



You can request a stylus right from the GFA website, along with assistance with capturing your signature.



The **Granting Financial Authority** application is used to maintain who can authorize financial transactions for an Activity or Project. It also captures and maintains all the signatures for authorized individuals. It will be used by central administration to verify that financial transactions are authorized by the correct individuals. A **help page** has been created to help you learn more about it. **Click here** to visit the help page.



Application



Instructional Videos



Help Documents

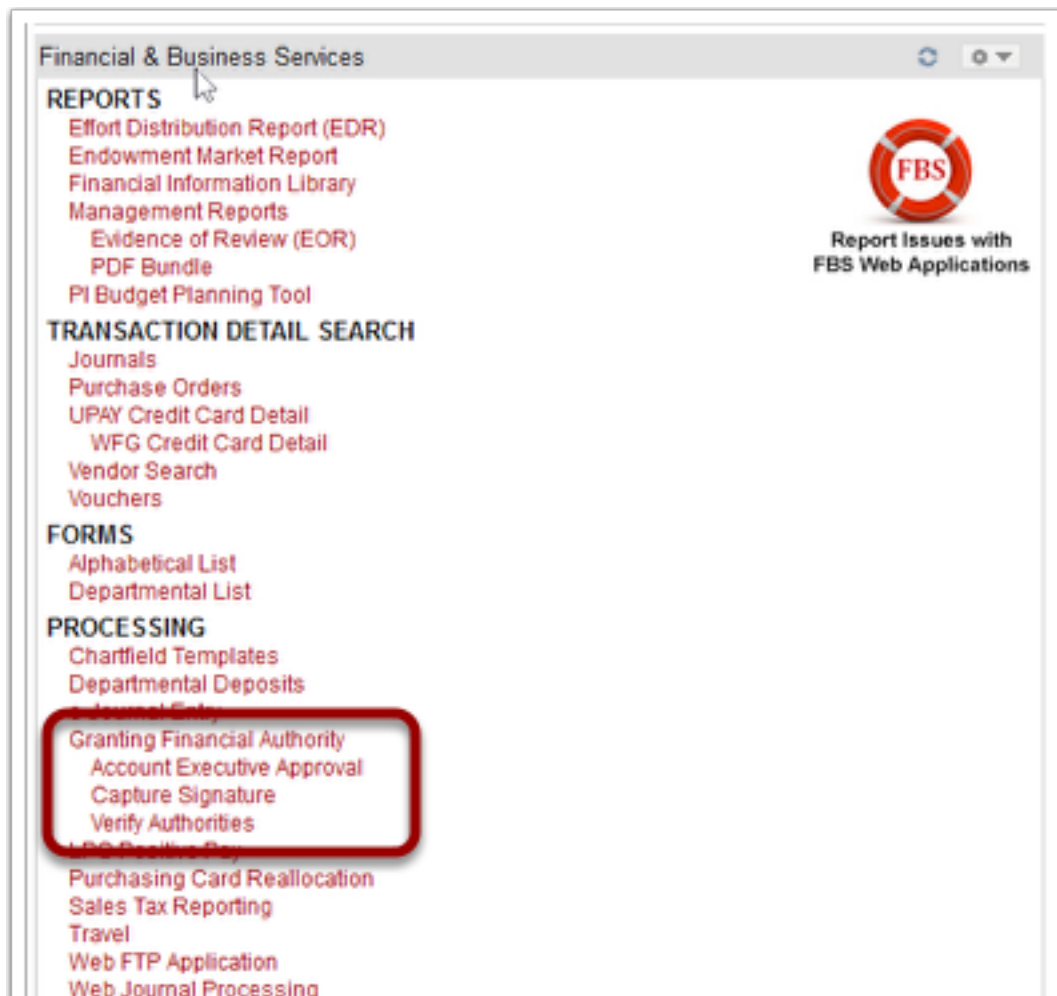


**Stylus
Request
Form**



[GFA Homepage](#) | [GFA Stylus Request Form](#)

The links to the GFA Application on the front page of CIS.



The GFA homepage has many links on the navigation bar, located at the top.



Select *Capture Signature*.



Use the stylus to write your signature within the designated area.

Capture Signature

Employee: [REDACTED]

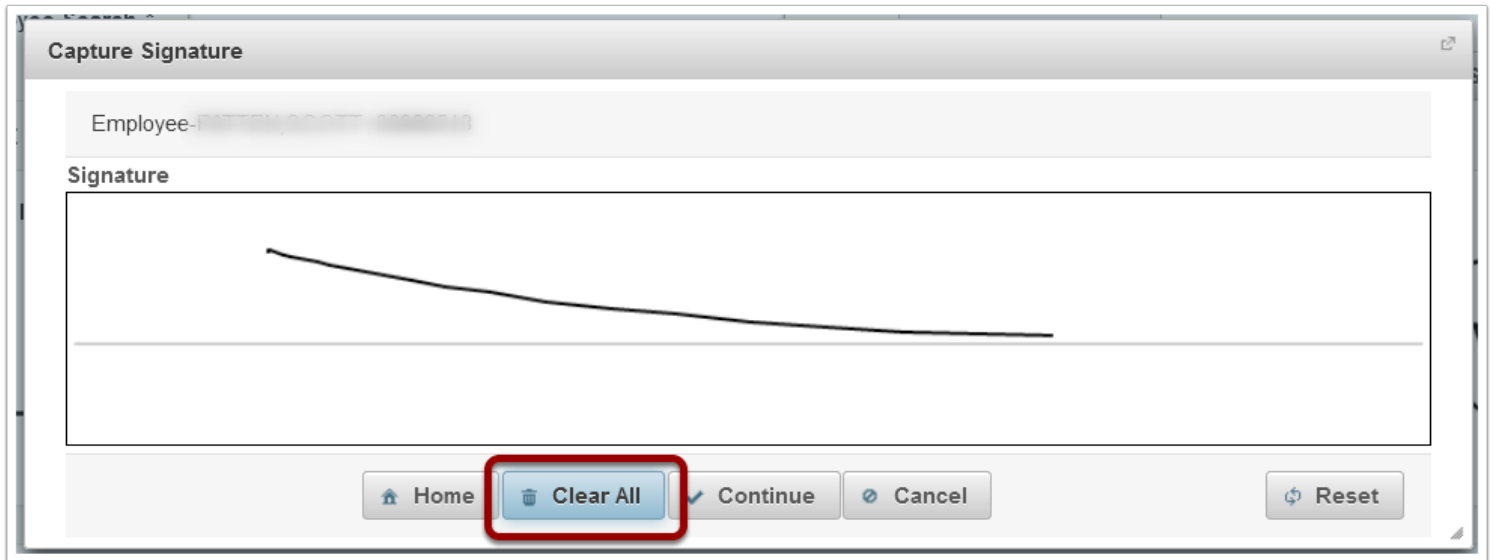
Signature

[Large red rectangular box for signature capture]

Home Clear All Continue Cancel Reset

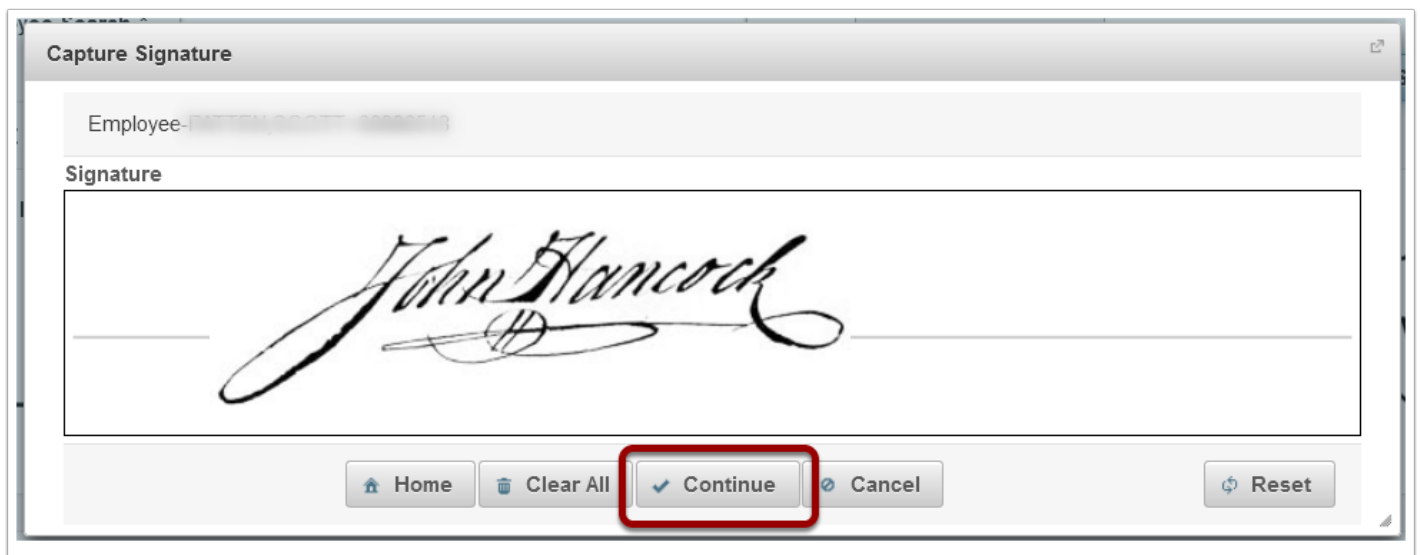
Note: It helps if you keep your hand off of the screen, and press firmly.

If you make a mistake, or simply do not like your attempt, select *Clear All*. You can do this as many times as you like.



The screenshot shows a web application window titled "Capture Signature". At the top, there is a text field labeled "Employee-" containing the text "PATRICK SCOTT 0000000000". Below this is a large rectangular area labeled "Signature" which contains a single, straight horizontal line. At the bottom of the window, there is a row of five buttons: "Home" (with a house icon), "Clear All" (with a trash can icon and highlighted by a red box), "Continue" (with a checkmark icon), "Cancel" (with a circle and slash icon), and "Reset" (with a circular arrow icon).

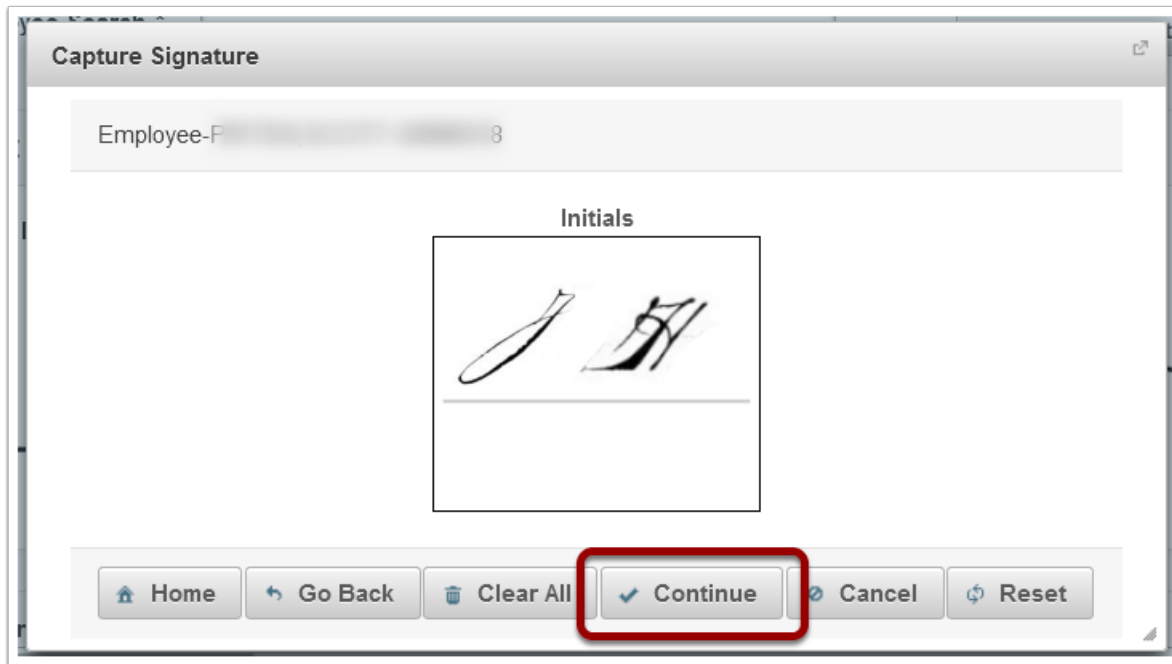
When you have a signature that you're satisfied with, select *Continue*.



The screenshot shows the same "Capture Signature" window. The "Employee-" field still contains "PATRICK SCOTT 0000000000". The "Signature" area now contains a cursive signature that reads "John Hancock". The "Continue" button, which has a checkmark icon, is highlighted with a red box. The other buttons ("Home", "Clear All", "Cancel", "Reset") remain in the same positions.

***Note:* Most digital signatures look similar, but not exactly like ink signatures - this is just fine.**

Capture your initials the same way, and select *Continue*.



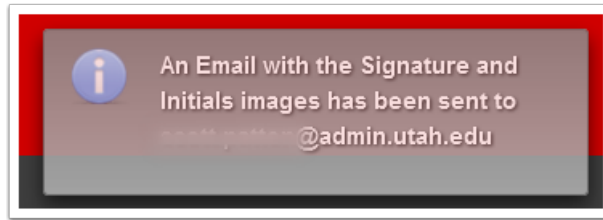
The screenshot shows a window titled "Capture Signature". At the top, there is a text field containing "Employee-P" followed by a blurred area and the number "8". Below this, the word "Initials" is centered above a rectangular box. Inside this box, the handwritten initials "JH" are visible. At the bottom of the window, there is a row of buttons: "Home", "Go Back", "Clear All", "Continue", "Cancel", and "Reset". The "Continue" button is highlighted with a red rectangular box.

Select *Save Signature/Initials*.



The screenshot shows the same "Capture Signature" window, but now it displays a full signature "John Hancock" in a large cursive font within the main capture area. Below the signature area, there is a smaller box containing the handwritten initials "JH". At the bottom of the window, the buttons are "Home", "Go Back", "Save Signature/Initials", "Cancel", and "Reset". The "Save Signature/Initials" button is highlighted with a red rectangular box.

You will receive a notification that an email has been sent, indicating that your signature has been submitted.



Additional notes:

- Although this method is not preferred, you can use [this form](#) to capture your signature on paper. Print the form, sign and initial it, scan it and email it to the address at the bottom of the form.
- Some have been able to produce a passing signature using a mouse instead of a tablet but this can be difficult.
- A reasonable facsimile of your signature is captured and it's only used to verify a wet ink signature. As long as financial transactions use paper, we will need a way to verify wet ink signatures. We are not capturing a "digital signature". This low resolution image is not used to sign anything, only to verify.
- Anyone who approves expenditures must be in GFA. Account executives, Pls and organizational heads must capture their signatures. Account executives and Pls then can designate alternates who must also capture their signatures.