



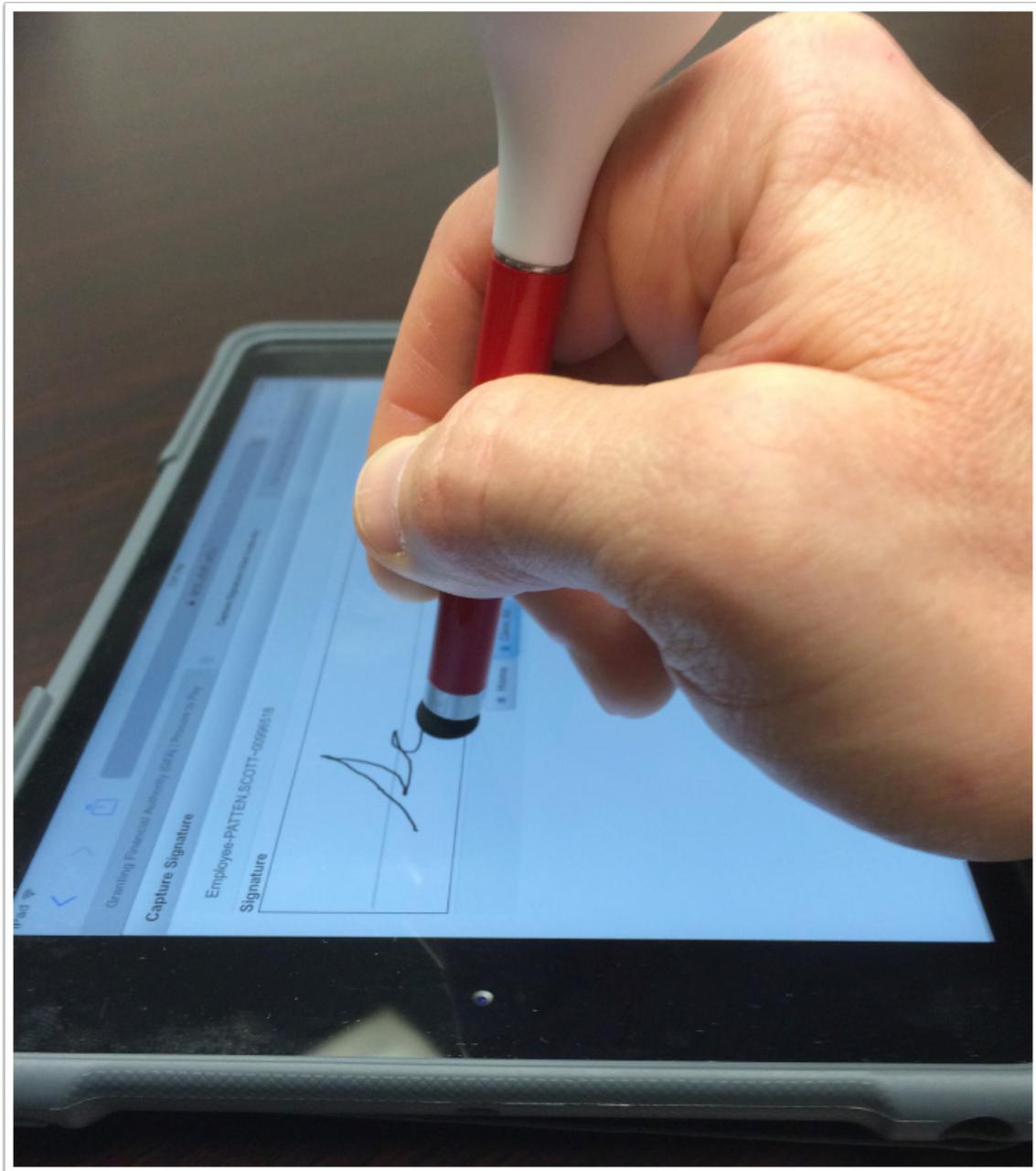
HowTo: Capture Signature

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



Help Documents



Instructional Videos

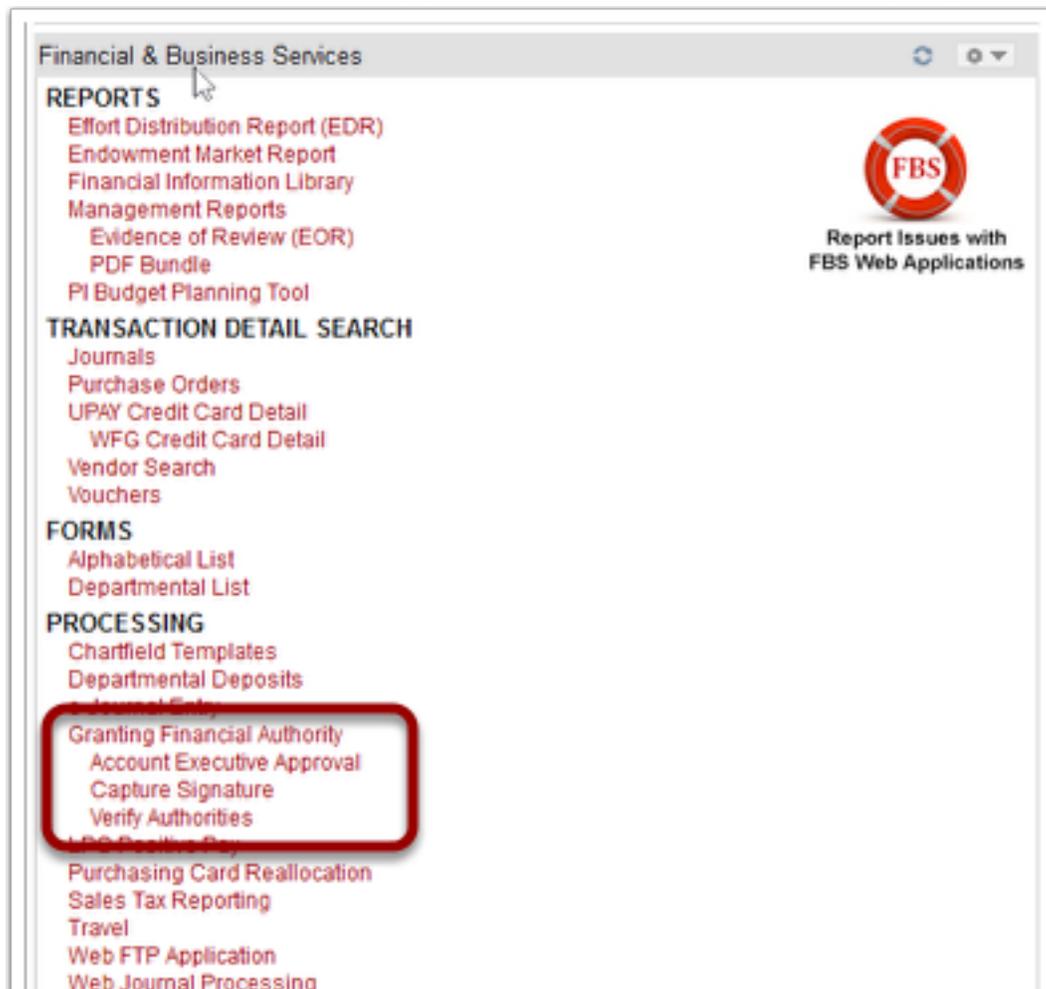


**Stylus
Request
Form**

[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*.



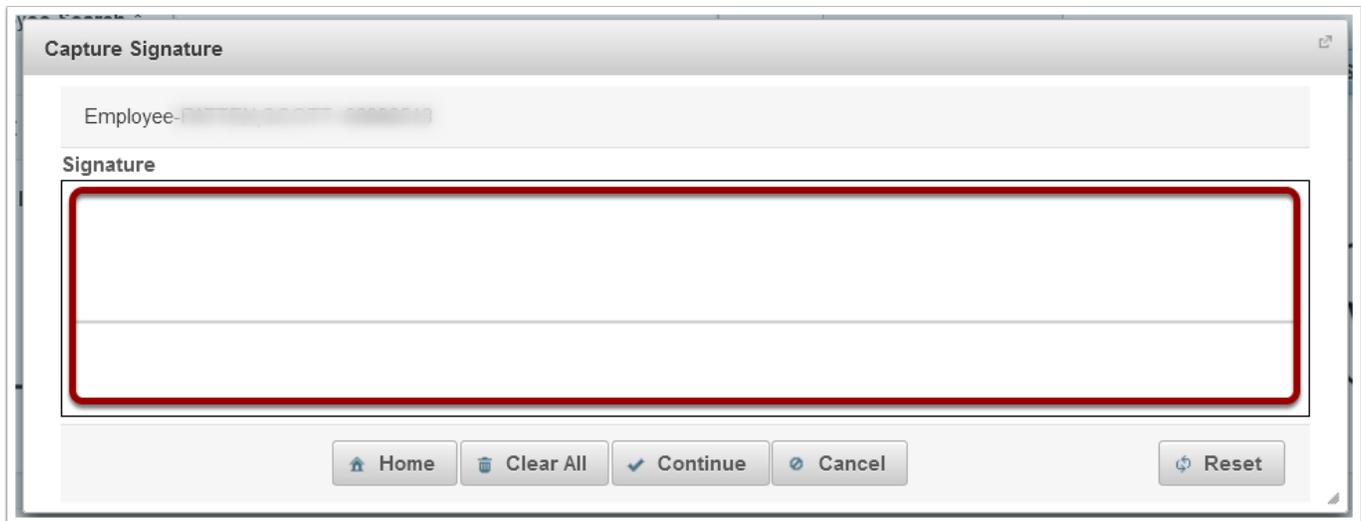
GRANTING FINANCIAL AUTHORITY
THE UNIVERSITY OF UTAH

Home Capture Signature Designate Alternate(s) Verify Authorities Help

Welcome to Granting Financial Authority
You can use this application to:

- **Capture** an image of your signature to be compared (Requisitions, Payment Requests, Travel Reimbursement)
- **Designate** others to approve financial transactions
- **Verify** who can approve financial transactions

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



Capture Signature

Employee: [REDACTED]

Signature

Home Clear All Continue Cancel Reset

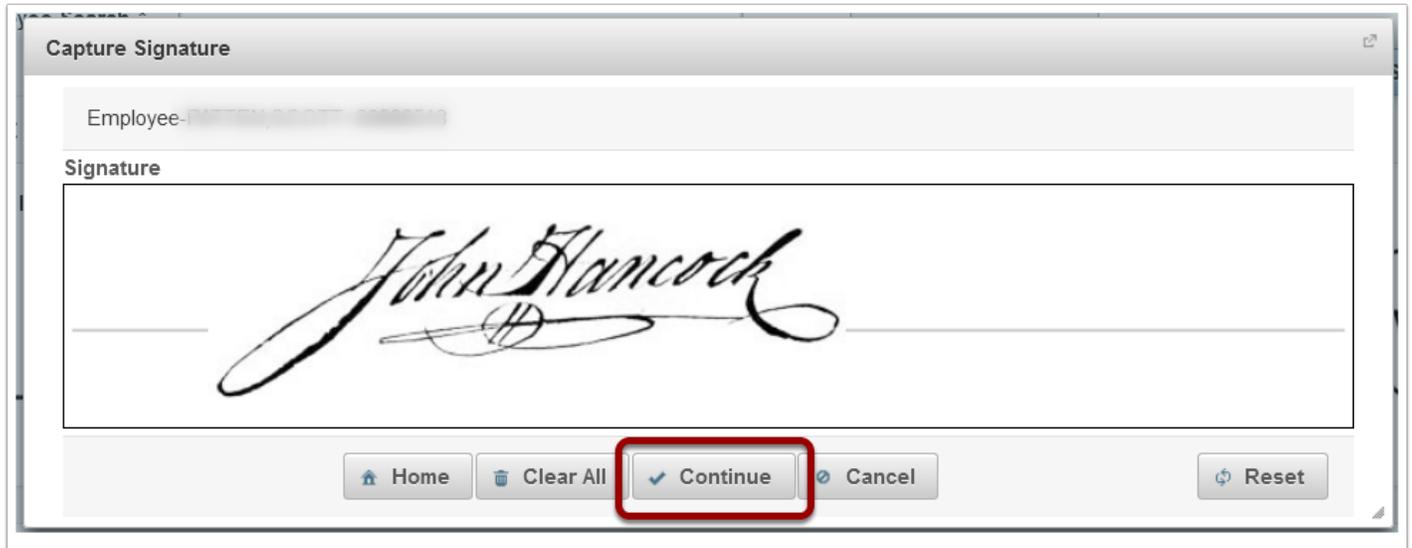
Note: It helps if you keep your hand off of the screen, and press firmly.



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.

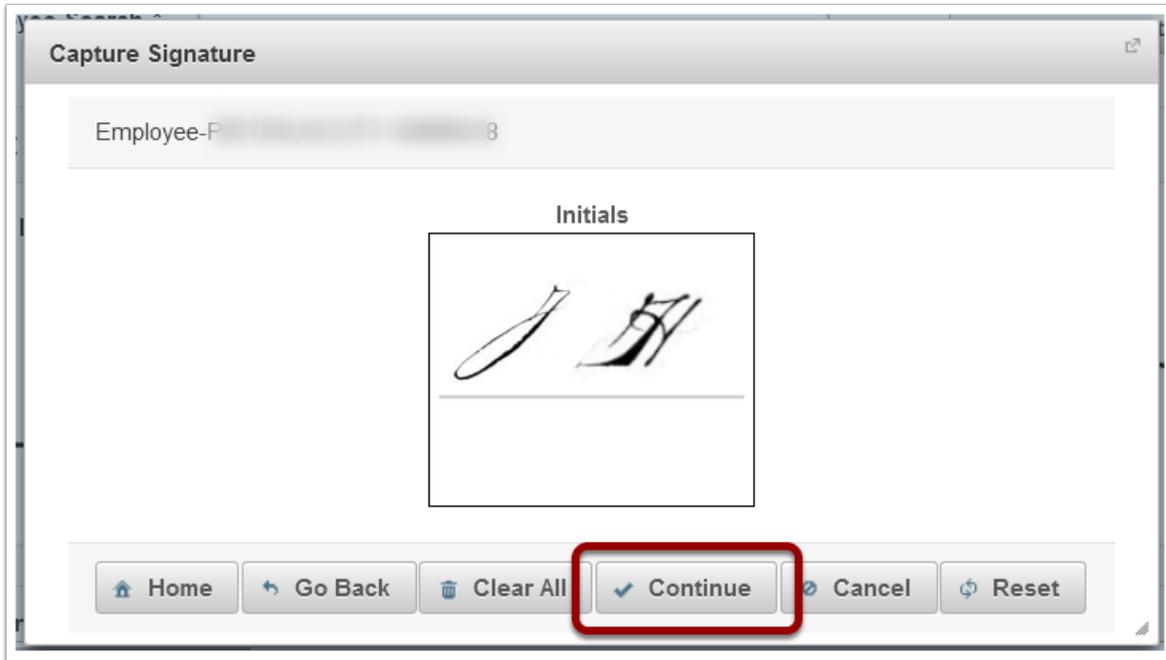


When you have a signature that you're satisfied with, select *Continue*.



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*.



Select *Save Signature/Initials*.



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, PIs and organizational heads must capture their signatures. Account executives and PIs then can designate alternates who must also capture their signatures.