



1	Sign inside the box provided above. Scan the signature and send to your desktop computer.
---	---



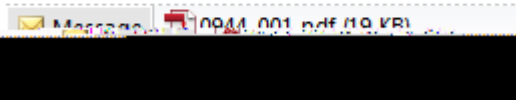
Below is an example of a signature that has been scanned and sent to the computer as a pdf.

Attached Image

noreply@usg.edu

Sent: Tue 1/27/2015 3:24 PM

To: Jason Beitzel

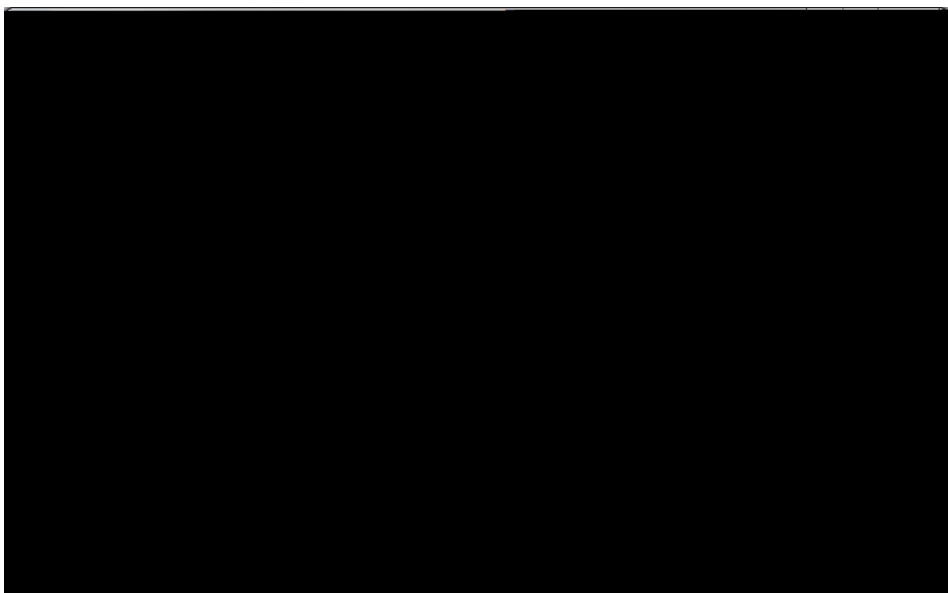


... The ... by ... This box represents the signature that ... new ...

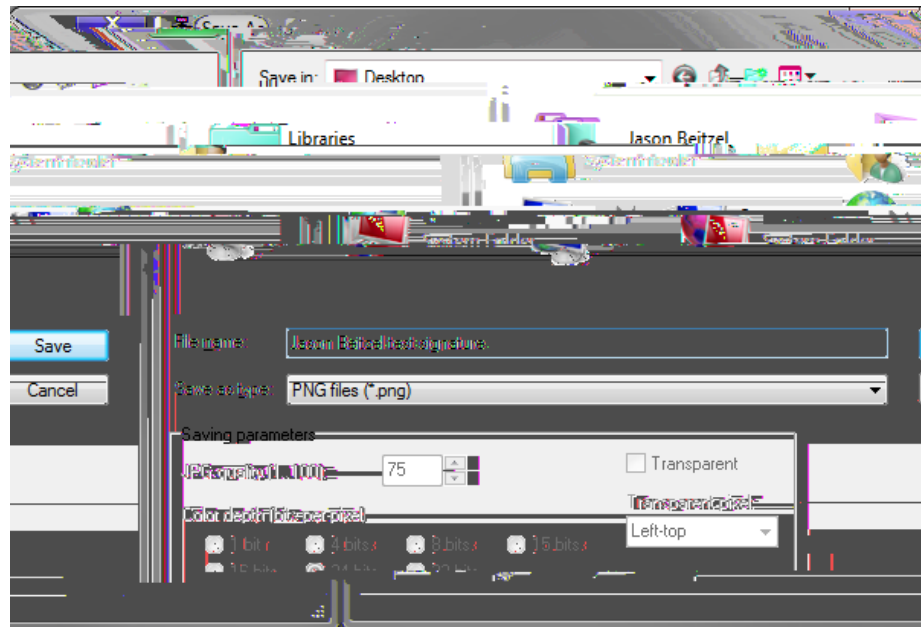


2 You will need to use a screen capturing tool to save the signature image as a .png file.

Below is an example of an image being captured to save as a .png file using MWSnap.



3. Using a screen capturing tool, save the signature as a .png file



Important: Please save your test signature image .png file on a flash drive and bring it with you to UAT. Additional information on this new process will be covered at that time.