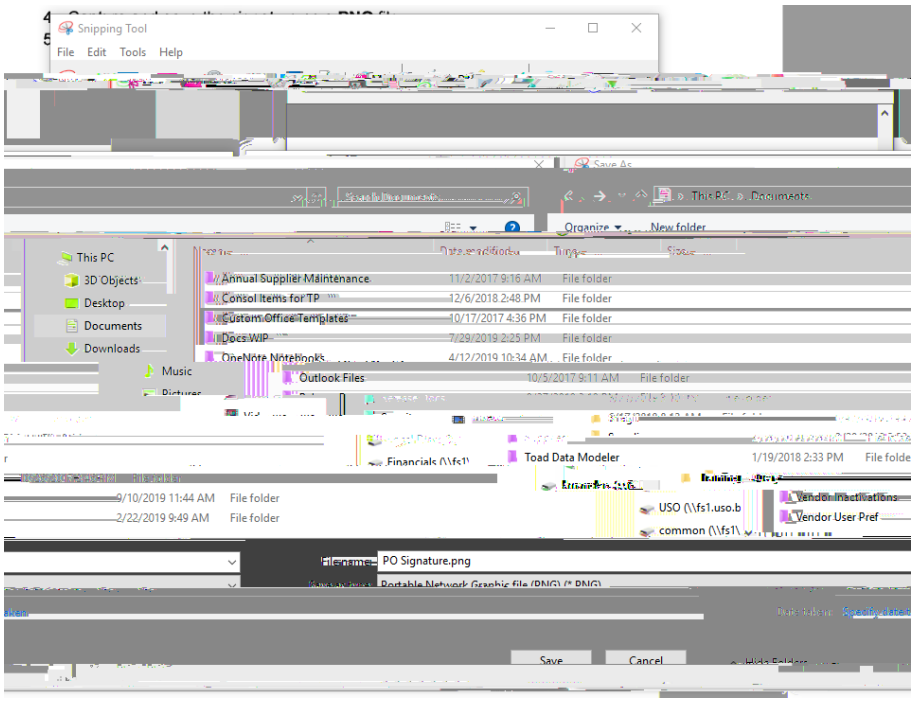
8.	Within the screen capturing tool, save the signature image as a .png file as seen below: 
9.	Once the signature is saved as a .png file, it is ready to upload to the server and print on purchase orders.

1. Print this page.
2. Sign within the box below.
3. Scan and save this page as a file.
4. Capture and save the signature as a **.png** file.
5. Upload the signature.

job aid

PURCHASE ORDER SIGNATURE