New Visa Cardholder Registration

1. If you already have an electronic signature stored on your PC/laptop, proceed to **step 2**, otherwise, see below on how to create an electronic signature

   <u>To create an electronic signature</u>
   - Sign your name on an 8x11 sheet of copy paper
   - Scan the sheet on your department's copier machine and from the copier, send to your email address
   - When the email arrives at your Inbox, open the PDF attachment, and save it to your M drive as **signature_your name** (ex., signature_J Simmons)
   - Open a screenshot taking app like Snipping Tool or Snip & Sketch (or whatever tool you use on your machine)
   - Use this app to create a screenshot of your signature. Save this screenshot as a BMP, JPEG, PNG, or whatever format the app provides. Save it to your M drive as **signature_your name_image** (ex., signature_J Simmons_image). You now have a picture of your signature ready to be used in any document
   - If you are having difficulty creating an electronic signature, please contact the Senior Analyst,

Financial Systems in the Financial Services
department

2. Return to the Excel application form. On the Excel ribbon, go
   to Insert→Illustrations→Pictures→This Device

   Go to where your electronic signature file is stored (your
   M drive or wherever it is stored)

   Highlight the file and click insert

   Resize it and position it on the **Manager Signature** line

   <u>Save</u> the application form

   Attach the application form to an email and send to the
   Plan Administrator (i.e., Supervisor, Accounts Payable