



Signature Specification Sheet

CUSTOMER NAME _____
EDGE Application _____
REQUIRED DATE _____

The EDGE Technical Staff uses this Signature Specification Sheet to create digitized signatures for use with the EDGE Solution(s) being implemented at your location. Please follow the instructions noted below.

- Each signer should sign twice. For one signer, sign in both boxes for Box A (A1 & A2). For additional signers, use Boxes B & C as necessary. The most satisfactory copies will be used. If there are going to be two or three signatures on a document, please indicate the order that they are to appear. (Box A = Top Signature), (Box B = Middle Signature), (Box C = Bottom Signature). Please confine signature to fit within each box.
- Please use a Fine, Black, Felt-Tipped Pen. This creates the best imaging for digitization.
- Please print the signature name on the line provided below each Box.
- Please record the Password for the signature on the line provided below the box. (Passwords are limited to any combination of up to eight alpha/numeric characters)
- If multiple signatures are to be used on a single Universal Storage Bus (USB), enter all signatures below but, only record one Password.
- If multiple USB's are required, i.e. for individuals that will serve as a backup, then a different Password will be required for each USB, and should be placed on a separate sheet.
- If the same signatures listed below are to be used for multiple EDGE applications (payroll, accounts payable, etc.) multiple signature forms are not required.

Signature BOX A (1)

Print Name Here

Print Title Here (If Required)

Signature BOX A (2)

Password (limit 8 characters)

Old signature being replaced (if applicable)

Signature BOX B (1)

Print Name Here

Print Title Here (If Required)

Signature BOX B (2)

Password (limit 8 characters)

Old signature being replaced (if applicable)

Signature BOX C (1)

Print Name Here

Print Title Here (If Required)

Signature BOX C (2)

Password (limit 8 characters)

Old signature being replaced (if applicable)