

PROCESSING SIGNATURES FOR USE ON OUR INTERNAL INSURANCE SOFTWARE (IIS) SYSTEM

Our company uses electronic signatures to complete documents. It is the responsibility of our department to obtain these signatures and process them into the necessary file types to allow the user to accomplish this task.

When it is determined that an employee's signature must be added to our database, we follow the steps below:

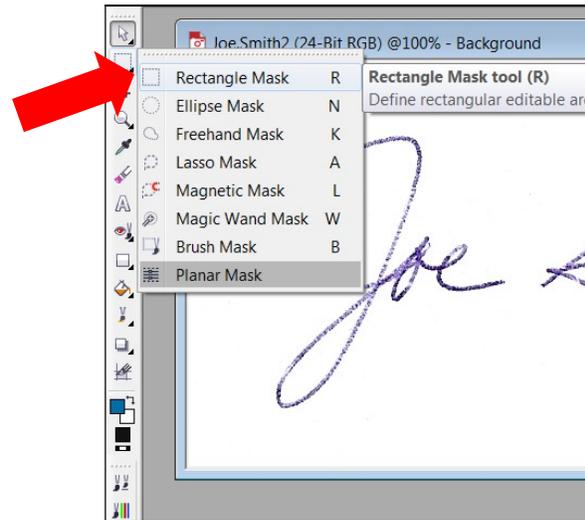
1. Acquire the signature
2. Create three version of the image - .png, .pdf, and .bmp
3. Upload the signature to the Internal Insurance Software (IIS)
4. Delete the signature from the Internal Insurance Software (IIS)

Acquiring a Signature

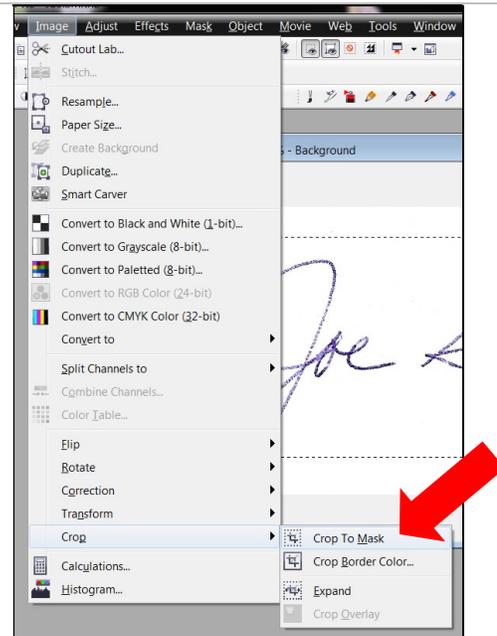
- Send the employee a Signature Request Form (attached at the end of this document) or ask the employee to sign their name several times in dark, black ink on plain, white, unlined paper, leaving ample space between each signature.
- Upon receipt of the signed form, scan the signature at 300 dpi and save to our department folder – Z:\PUBLIC\Signatures\source signatures. The scanning procedure may vary depending on the type of machine you are using. See your supervisor if you need help with scanning.
- Sometimes the employee can scan the signature and email us the image file, which saves us the extra step of scanning. If they have this capability, be sure they save the file at 300 dpi either as a CMYK, RGB, or Grayscale image. Saving the signature as a black and white image does not produce a quality image.

Creating a PNG Signature File

With the 300 dpi scanned signature open in Corel PhotoPaint, use the **Rectangle Mask** tool to crop around the signature.



Select **Image > Crop > Crop to Mask**

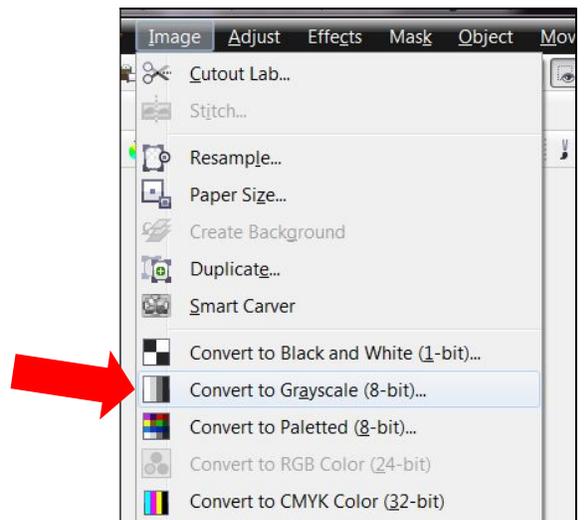
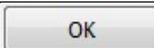


Go to the **Image** tab, scroll down, and select **Convert to Grayscale (8-bit)**

(In the dialogue box that pops up, make sure the default box is checked...

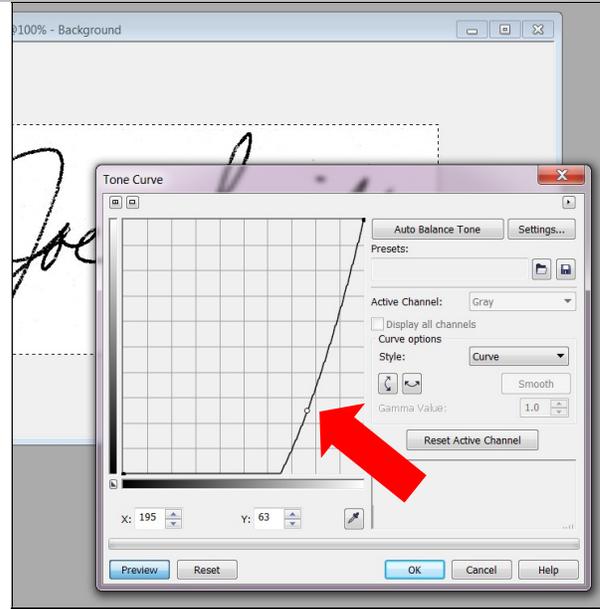


...and click **OK.**

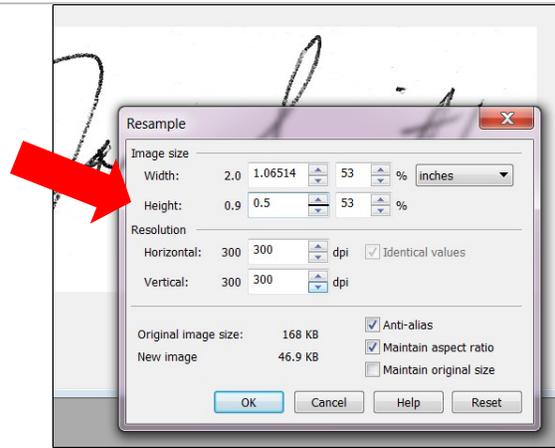


Creating a PNG Signature File (continued)

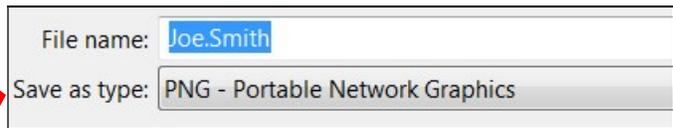
Under the **Adjust** tab, scroll down to **Tone Curve**, and use your cursor to drag the line in a downward arc to darken the signature.



Resize to about .5 inches high by going under the **Image** tab, selecting **Resample**, and adjusting **Height** to 0.5



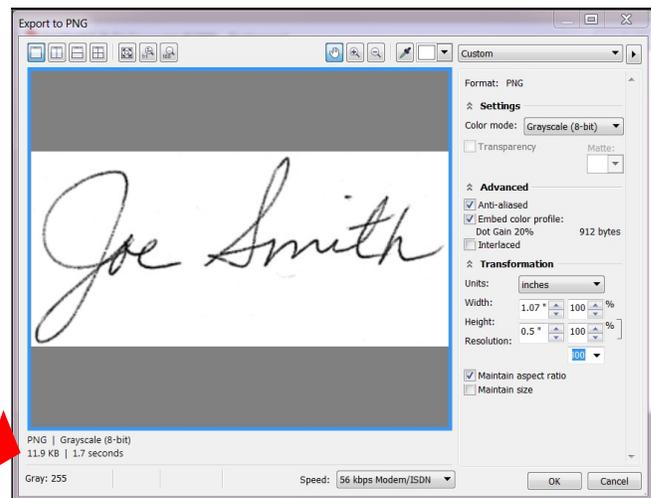
Save the signature as a .png file (Joe.Smith.png) by selecting PNG from the choices in the **Save as Type** dialogue box



Save the file to Z:\PUBLIC\Signatures\PNG.

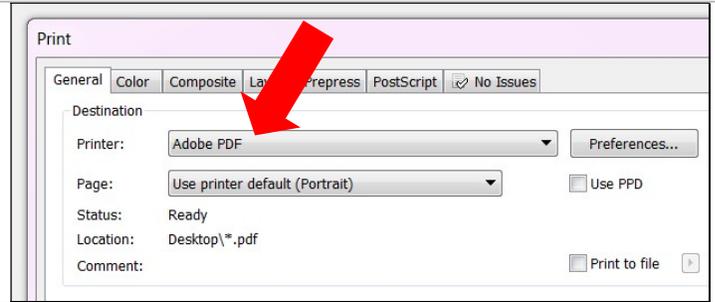
Do not close the image!

You will need it to create the other file types. File size should be around 10-20KB.

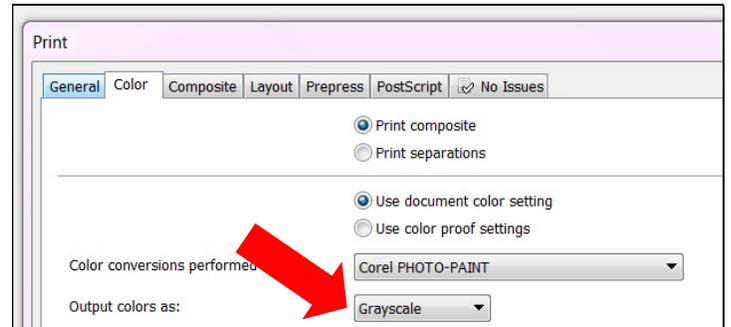


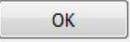
Creating a PDF Version of the Signature File

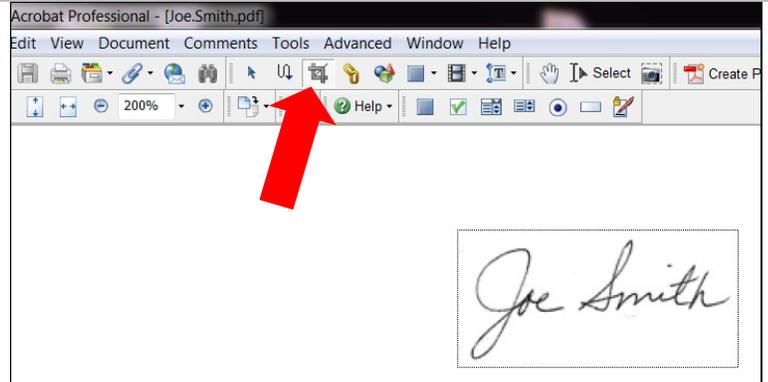
Print the .png image as a .pdf by selecting Adobe PDF in the **Printer** dropdown box.



In the **Color** tab of the Print dialogue box, be sure to select **Grayscale** from the **Output colors as** dropdown box. Press **OK**. This will automatically launch Adobe Acrobat.



Use the **Crop** tool  to crop around the signature. Double-click anywhere inside the cropped area to launch the **Crop Pages** dialogue box, then Click **OK** 



Save as a .pdf file (Joe.Smith.pdf) to the Z:\PUBLIC\Signatures\PDF.

File size should be around 10-20KB.

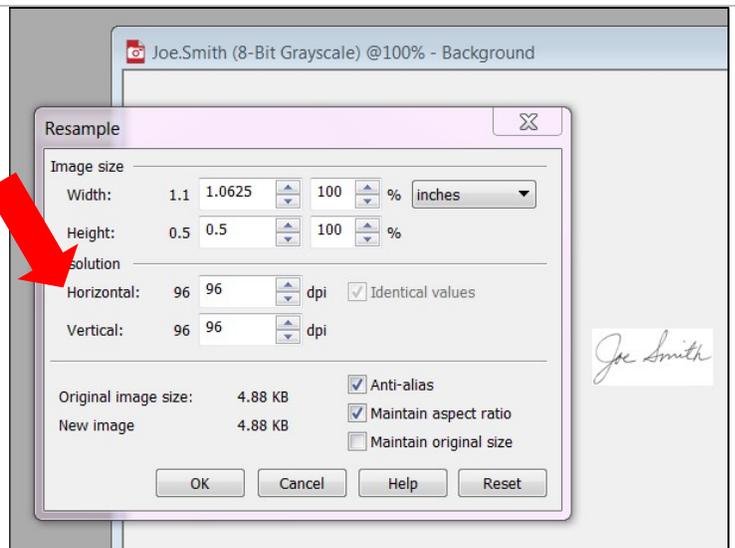
Creating a BMP Version of the Signature File

Go back to the .png still open in Corel. Click on **Image > Resample** and change the resolution to 96 dpi. You can change the number in either the **Horizontal** or **Vertical** dialogue box, and the other should adjust to match.

It may be necessary to darken the signature again now that you've reduced the size. If so, click on **Adjust > Tone Curve** and use your cursor to drag the adjustment bar down as shown in the .png instructions.

Save as a .bmp file (Joe.Smith.bmp) to the Z:\PUBLIC\Signatures\BMP.

Size should be under 10KB.



Importing a Signature to the Internal Insurance Software (IIS)

Log into the **Internal Insurance Software (IIS)** as you normally would.

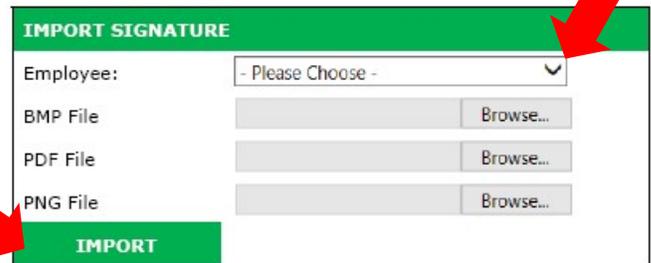
Click on the **General** tab from the selections on the left side of your screen, then scroll down to the **Utilities** box and select **Signature Import**.



In the drop-down list after **Employee**, choose the email address of the employee whose signature you wish to import.

In the field after **BMP File**, **Browse** to Z:\PUBLIC\Signatures\BMP, scroll to the employee's .bmp file and double-click to insert.

Do the same to add the .pdf and .png files, then click on **IMPORT**.



Deleting a Signature from the Internal Insurance Software (IIS)

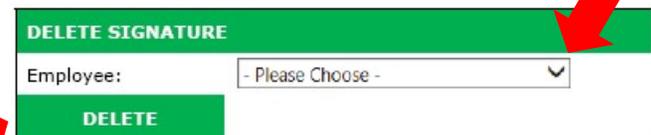
Sometimes employees leave our company or take new positions that do not require a signature. In these cases, we can delete the unnecessary file.

Log into the **Internal Insurance Software (IIS)** as you normally would.

Click on the **General** tab from the selections on the left side of your screen, then scroll down to the **Utilities** box and select **Signature Import**.



In the drop-down list after **Employee**, choose the email address of the employee whose signature you wish to delete, then click on **DELETE**.



Employee Signature Request Form

Your job involves using a variety of software platforms to complete insurance forms and letters. Our system will automatically enter your title, phone number, email address, and signature. But before that can happen, we need your signature in order to scan, process, and upload it into our database.

To get the best results, sign your name several times inside the boxes below using a medium-point pen in blue or black ink. Be sure that no part of your signature touches or exceeds the sides of the boxes. When finished, forward this document to Communications.

If you have the capability to scan your signature and send it to us electronically, please do. Be sure to scan at 300 dpi either as a CMYK, RGB, or Grayscale image. Saving the signature as a black and white image does not produce a quality image.

Please print your name and title: _____