WJH AO

WJH Accounting On-Line Signature Form

The Intacct application used in WJH Accounting On-Line allows you to apply a scanned signature to checks generated within the system. In order to use this feature you need to provide a signature that can be scanned, converted to the appropriate graphics file format, and loaded into the Intacct application.

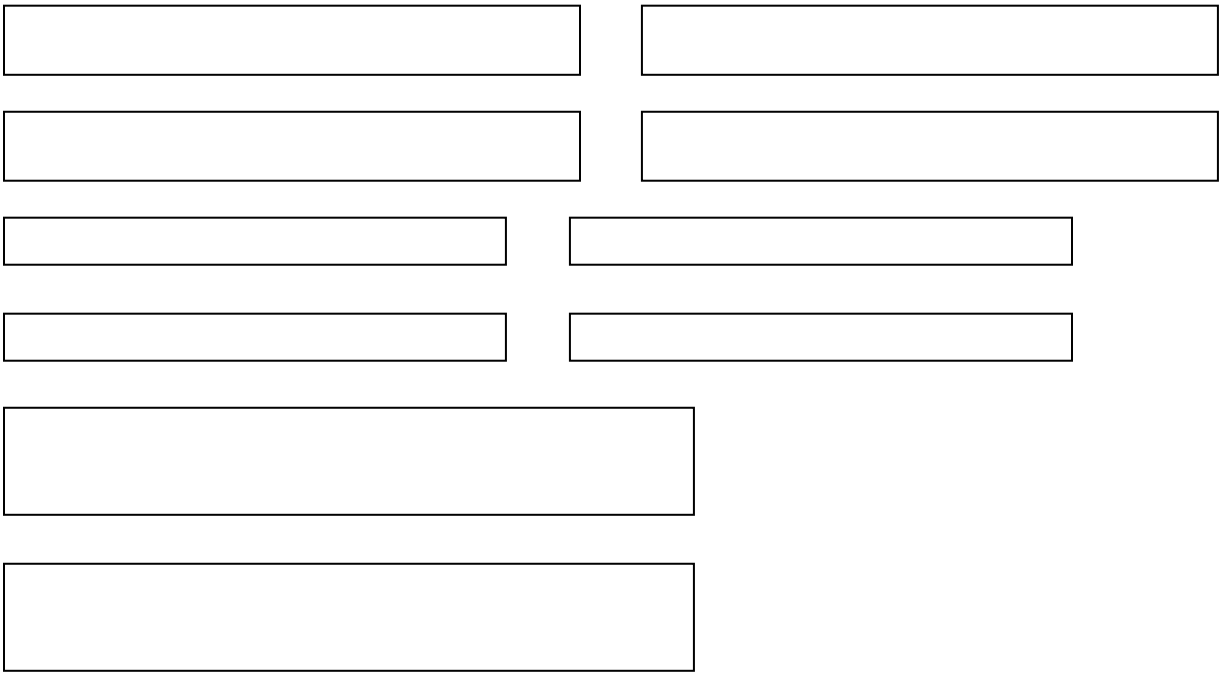
This form provides a signature for WJH personnel to use in creating your scanned signature. To provide the signature, follow these steps –

1. Use a black or red ink pen to write your signature in the following steps. Use a medium point pen. Felt-tip, roller ball, ballpoint, or other type of pen is fine.

2. Write your signature in one of the boxes below. **Do not let your signature touch or intersect the lines that define the edges of the box.** (Note the different size boxes that are available.)

3. Repeat step 2 until there are at least 3 signatures.

4. Label the three signatures with 1 – 3, where 1 indicates the "best" signature (the one you prefer to have scanned.)

5. Deliver this form to WJH. You can bring it by the office, fax it, or send us a scanned image by email. If you fax it, please set your fax machine to the highest resolution and fax it to 512-532-6474. (Do not use the 343-8087 fax number for this.) If you have a scanner, you can scan it at a resolution of at least 300 dpi and send it as an e-mail attached file.

If you have any questions contact Bic Wood at WJH at 512-343-8075.