**Adding Signature to 3.0 Check**

First you must scan signature or use one that you already Have.

If you are scanning a new one save as a PNG or JPG format.

Save anywhere on your computer in a file.

In 3.0 go to tools select add signatures.

Step 1. Click Add

Step 2. Select image in where you saved it

Step 3. Add Description click add again.

Step 4. Click ok file will be add to list.

A screenshot of a computer

Description automatically generated

Step 5. go to checking setup open bank select Payroll Signature

Pick signature will show on signature line in window click ok your done.

A blue and white striped background

Description automatically generated

Go to payroll print check signature will be on check.