**Signature Collection Instructions:**

In PS Financials, from the Main Menu

Go to the URI Menu, then Signature Collection, Signature Self Service, it should look like the screen shot below.

**Step one** is to create the Signature Template

1) Click Signature Template Button

2) Print URI Signature Adobe Document

3) Sign and Date Document

4) Scan Document (Email Document from scanner to your email and save to local machine or scan to a network drive accessible by your computer)

**Step two**

Upload (attach) the signature template you have created and saved into PS Financials.