

Instructions To Add A Signature To A Report

1. Scan a copy of your signature that you would like to put into the report. Make sure that the total size is no larger than 3/4" X 2 1/2".
2. Save scanned signature as a .jpg file.
3. Attach your .jpg file in an email and send to me at hbtinarratives@live.com.
4. Your signature will be available to be automatically inserted in your report within one to two business days.
5. Questions?? Email me @ hbtinarratives@live.com

Thank you,

Theresa Bergh

Technical Manager