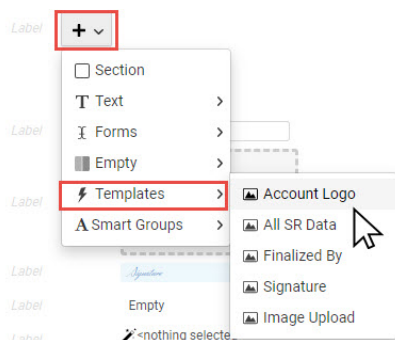


Templates - Adding a Signature Field

Last Modified on 12/13/2019 3:13 pm EST

To insert a signature field into your reporting template:

- 1) Hover your mouse where you want the logo to appear (this is typically at the top of the page)
- 2) Select the + button to add a new item
- 3) Choose **Templates** from the menu, followed by **Account Logo**:



The signature field will adjust to the appropriate size when the report is signed.

Finalized By

Selecting **Finalized By** in the Templates menu will insert an additional label that says "Finalized By" when the report is signed.
