

WinCap Enhanced Reporting Module Electronic Signature Request Form

Electronic signature requests are subject to a charge of \$100 per signature. Please note that any signatures that we might already have digitized for use in *WinCap* purchasing and accounting functions can also be designated for use within the ERM at no additional charge. **ERM signatures are always stored on the server.**

District Name: _____

Site System Manager Signature: _____

(Signature request must be authorized by Business Official or WinCap System Manager. We apologize, but no exceptions will be made) **Please allow five (5) working days for WNYRIC to process your request**

Signature Fee - \$100 each

PLEASE, follow the guidelines below or we will be unable to create your signature file.

- Keep signature within the parameters of the box; do not write on the box lines.
- Use black ink, either gel pen or ball point, no markers.
- Do not fold or fax the signature page as it will result in a poor quality or unusable signature.

New Signature for Enhanced Reporting

1) _____

Please Print Name

2) What caption should appear with signature?

Caption for Signature Line, if desired

New Signature for Enhanced Reporting

1) _____

Please Print Name

2) What caption should appear with signature?

Caption for Signature Line, if desired

Please list for all signatures what users should have access to each signature.

Signature

WinCap User

1. _____

2. _____

3. _____

Please list below any signatures that are currently being used for system purchasing and check-printing functions that you would like to make available in the ERM:

Name of Individual

Caption, if desired

1. _____

2. _____

3. _____