Wellspring Software, Inc.

Digitally Scanned Signatures

To speed the processing of any sized batch of checks, PrintBoss *can place digitally scanned signatures as they print.*

Flexible and Secure

- Signatures can be in BMP, PCX, JPG or our custom SIG file types
- Easily print multiple signatures
- Signing limits can be set for each individual signature
- Signatures can be tied to specific bank accounts
- Dollar ranges can be set for each individual signature
- Signature Key Disks unlock custom SIG files for added security
- Signature Key Disks cannot be copied using traditional 'copy disk' processes

How it Works

PrintBoss software will read and process several types of signature files. You can create your own signature file in a BMP, JPG, or PCX format. Alternatively, Wellspring Software, Inc. can create a secure, encrypted signature file and an associated media device that, when used together will print the signature on checks. The PrintBoss signature file is readable only by PrintBoss and the process is secured by several PrintBoss features.

Each signature is encrypted and assigned a code. The same code can be assigned to 1, 2 or more signatures. The code is also embedded on the media device. The signature(s) will print when the code in the signature file matches the code on the associated media.

Saving a signature file to a disk adds a level of security by requiring that the disk be inserted in the computer in order for the signature file(s) to print on checks. Wellspring Software offers a PrintBoss Signature Disk that provides additional levels of security to the signature printing process. First, the signature file type can only be read by the PrintBoss software. Second, the file is encoded so it requires the secure disk/CD/USB be inserted in the computer to use the PrintBoss signature. The PrintBoss Signature Disk is the key to unlock the encoded signature file. The disk is also encoded so a standard Disk Copy will not duplicate the disk. This additional security level prevents the scanned signature file from being used fraudulently in other programs or by unauthorized personnel even in PrintBoss.

A password may be added to an encoded PrintBoss signature disk. Users will be prompted to enter the password before PrintBoss accesses the disk. The process of adding a password is similar to the process of duplicating a disk except the existing disk is used for both the source and destination.

As another security measure, printing or reprinting secure signatures can be prevented based on the location of the PrintBoss file. These include the Work Files, Archive Files, Hand Checks and the Form Editor.

Implementing Secure Signatures

There are two ways to setup one or more signatures for printing. The most common way is to enter one, two or three signatures in the Bank Account record on the 'Signatures and Logos' tab. Alternatively signatures can be scripted on the Footer Objects tab of a PrintBoss form. If you have more than two signature combinations for the same bank account, then signatures are scripted on the Footer Objects tab.   For instructions to complete the Bank Account information please see document Q1030 'PrintBoss Bank Accounts' on our website: ww.wellspringsoftware.com.

Assigning Amount Ranges

On the Bank Account tab Signatures and Logos there are spaces to set a Range Condition for each signature. The high and low Range Condition defines the range in which the signature will print. This conditional statement can be tested in the Form Files view of the PrintBoss form.   When viewing a form from the form Editor, somewhat centered above the ruler is a dollar value assigned box. The value is initially set at 0.00. Enter any amount in the box to view items that only display based on a conditional amount, such as a second signature line and signature on a check.

Scripting for Variable Conditions

Entering signature scripts on the Footer Objects tab of the PrintBoss form offers flexibility to cover a wide range of variable situations. If, for example, there are four possible signatures for three different companies, when ordering the secure signature from Wellspring Software each encrypted signature is given a unique code. By entering the following script lines to your check form any combination of the four signatures can be printed.

```
#PIC 5.2, 9.75, "Signature_File1.sig"
#PIC 5.2, 9.75, "Signature_File2.sig"
#PIC 5.2, 9.75, "Signature_File3.sig"
#PIC 5.2, 9.75, "Signature_File4.sig"
```

The result is that when checks are printed if the user inserts any one of the four USBs, only that signature will print.

Another common condition placed on signatures is to print only for a specific company. The same PrintBoss form can be used for all companies. If the is a separate bank account for each company, and there are only two signatures to be place on the checks, then the signatures are governed by the Bank Account. But if, for example, there is a

"pool" of possible signatures regardless of which bank account or company issuing the check, then conditional statements can be added to the Footer Objects tab which will determine which signature to use.   The process for this would be as follows.

1. Create a variable which captures the Company name (or other unique indicator for the Company) from the Host Accounting Software check batch report.
2. Use the new variable in an If/ElseIf expression to determine which signatures to use.

For example:

#If [Inu, "xxxx", {Company 1 Variable}]
  #PIC 5.2, 9.75, "Signature_File1.sig"
  #PIC 5.2, 9.25, "Signature_File2.sig"

#ElseIf [Inu, "xxxx", {Company 2 Variable}]
  #PIC 5.2, 9.75, "Signature_File3.sig"
  #PIC 5.2, 9.25, "Signature_File4.sig"
#EndIf

Adding Background Security

By editing the PrintBoss form script, a #Rectangle command can be used to create a pattern behind any signature. This will make it difficult for anyone to modify the signature once it is printed. In addition white text (or negative printing) can be used with this command to make it more difficult to modify the text. There are several background patterns available to use with negative printing. For additional information please see Chapter 8 of the PrintBoss Manual for instructions on how to modify PrintBoss Forms.

Password Protected Signatures

A password may be added to an encoded PrintBoss signature disk or USB stick. Users will be prompted to enter the password before PrintBoss accesses the signature disk. Adding a password is similar to the process of duplicating a disk. It is done with the PrintBoss utility, "Signature Disk Duplication". Please see Chapter 11 of the PrintBoss Manual for instructions on how to add a password to a PrintBoss Signature disk.

Terminal Services Environment

When installed in a terminal server or Citrix environments PrintBoss expects the secure signature disk or USB stick to be in the drive of the server.   Alternatively, the user session must have the drive of the local workstation mapped. Assuming the user places the USB in their D drive, the UNC path \\TSClient\D; can be used to mount a mapped drive. When only Citrix is running (not Terminal Services), the path is \\Client\D;

Ordering Signature Disks

When ordering secure signatures from Wellspring Software, Inc. original signatures must be sent for processing. An order form is provided on our website: www.wellspringsoftware.com under the Order Now\ Signature Disks tab.
Print and fill out the form to mail to Wellspring Software, Inc.   Wellspring Software will process the signatures as soon as they are received. The turn-around time is up to five business days.

Signatures will be assigned a code. The encoding will determine if a signature should print on a check, and if there are multiple signatures, if these signatures print together or not. To process an order, Wellspring Software, Inc. will need to know if the signature being ordered will be the sole signature or will it print with a second signature. Encoding each secure signature independently (even if they print together) gives the user flexibility to change signatures with minimal cost and when personnel changes occur.

ADDITIONAL INFORMATION

Please see our website for additional information.
You will find the following documents helpful:
Q1042 PrintBoss Signature Disk.pdf
Q1000 PrintBoss_Manual.pdf