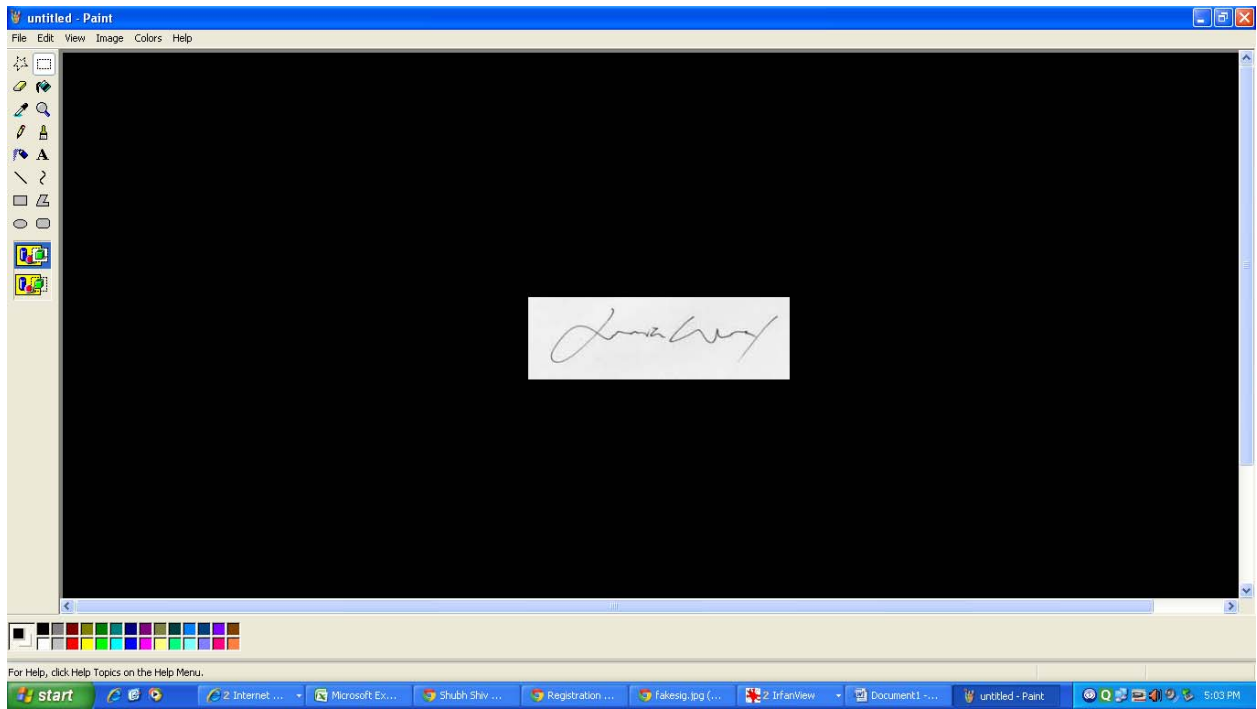
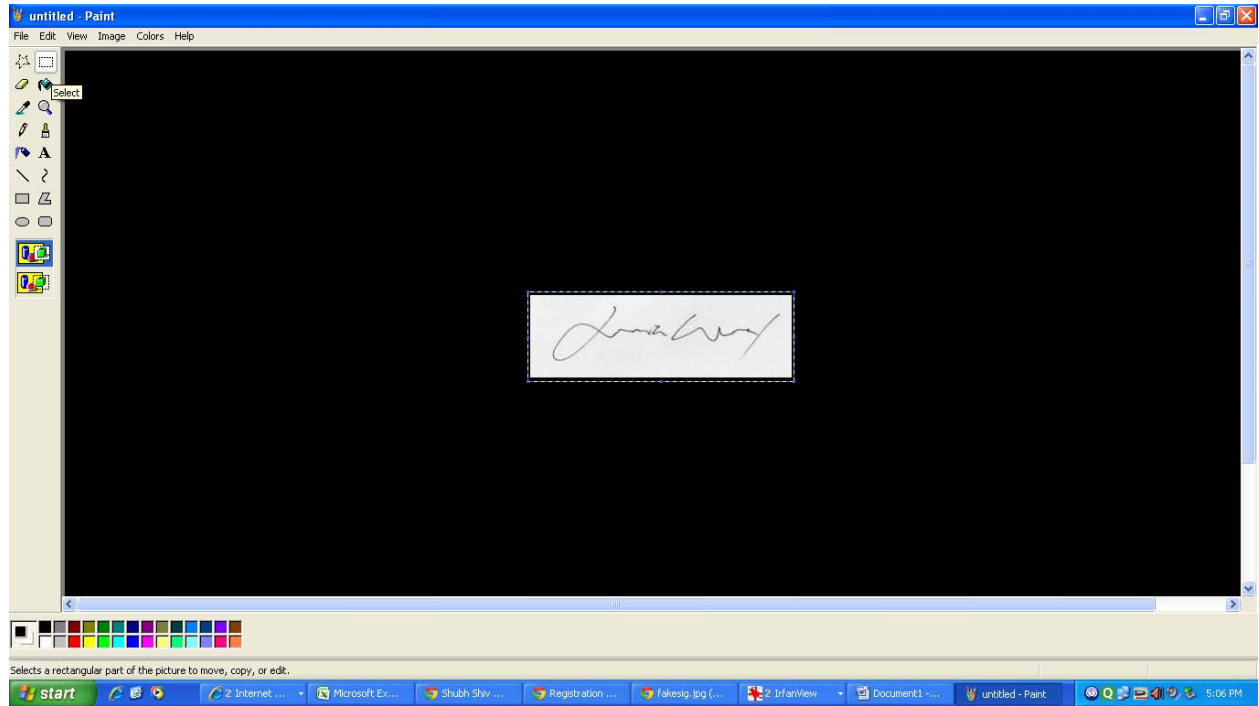


## STEP 1 : SCAN THE SIGNATURE



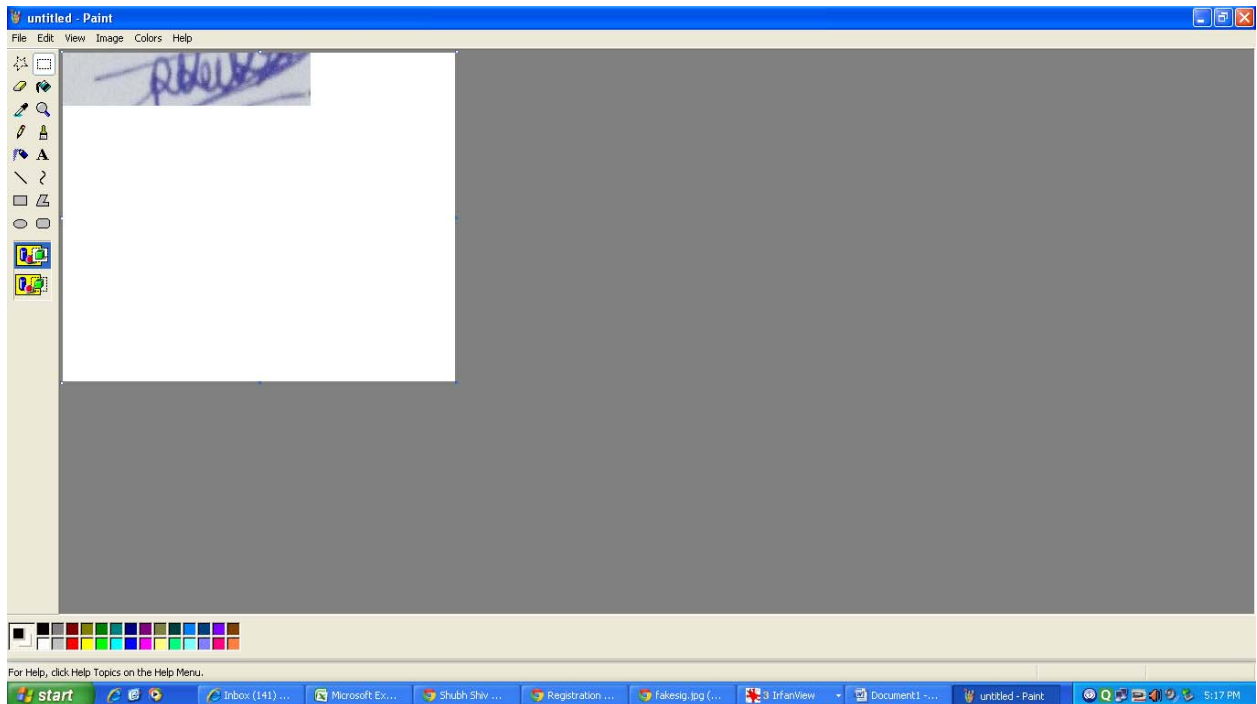
STEP 2 : OPEN THE SCANNED DOCUMENT CONTAINING SIGNATURE in WINDOWS PAINT BRUSH and CUT THE IMAGE USING SELECTION TOOL and COPY



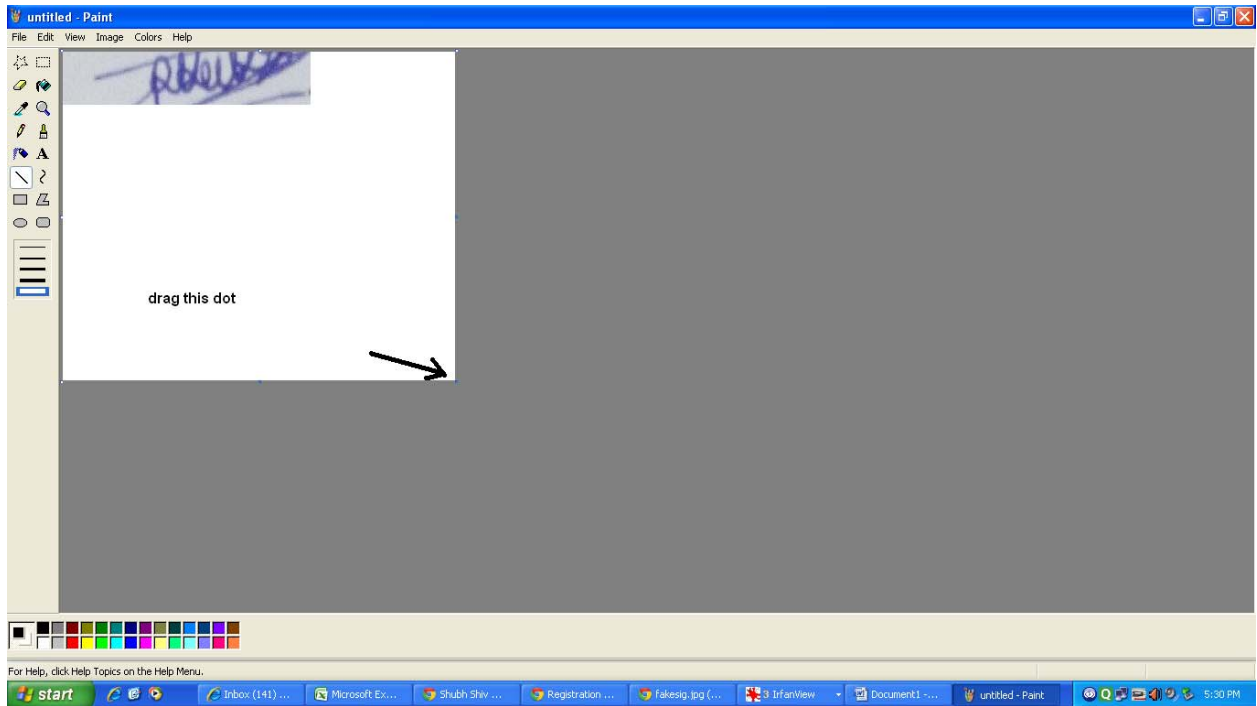
### STEP 3 : OPEN NEW FILE IN PAINT BRUSH



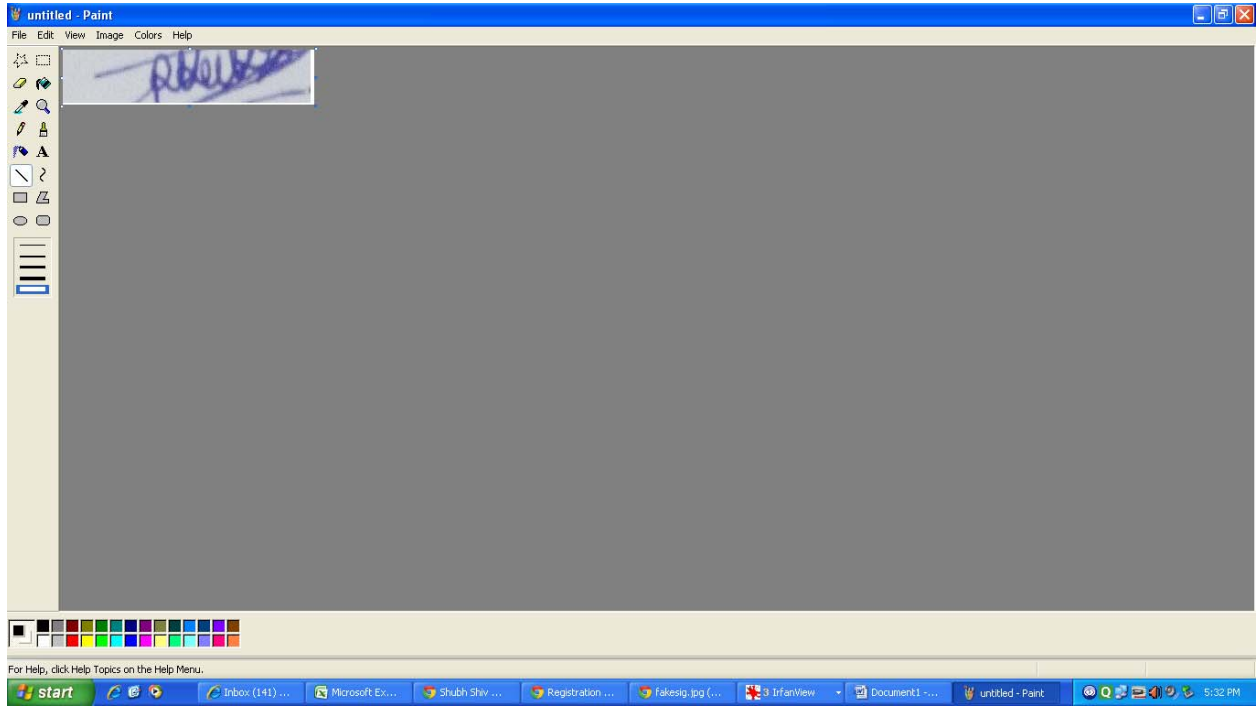
### STEP 4 : NOW PASTE THE SIGNATURE



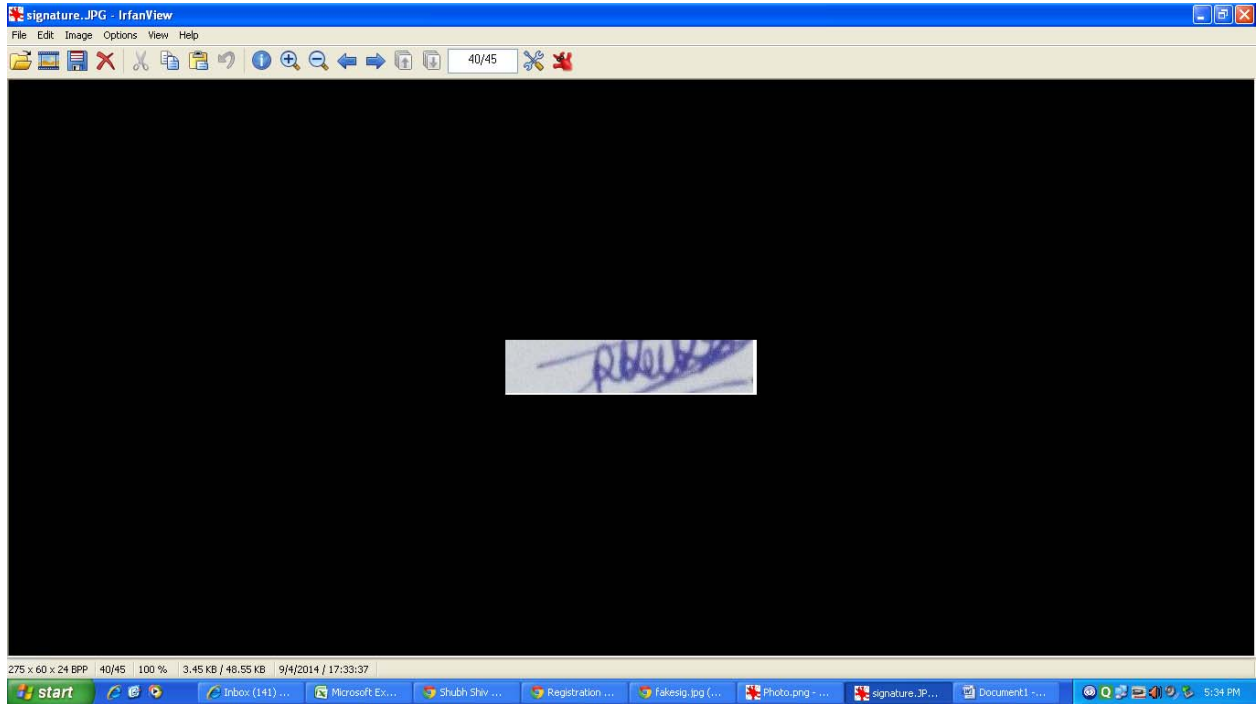
STEP 5: NOW REDUCE THE SIZE OF THE WHITE AREA TILL THE END OF PASTED SIGNATURE



STEP 6: THE SCANNED SIGNATURE WILL LOOK THIS WAY.



STEP7: SAVE THE SIGN AS SIGNATURE.JPEG AND THEN UPLOAD IN THE SYSTEM



Note : Please follow the same procedure for uploading photo.