



New Visa Cardholder Registration

Financial Systems in the Financial Services department

2. Return to the Excel application form. On the Excel ribbon, go to Insert Illustrations Pictures This Device

Go to where your electronic signature file is stored (your M drive or wherever it is stored)

Highlight the file and click insert

Resize it and position it on the **Manager Signature** line

Save the application form

Attach the application form to an email and send to the Plan Administrator (i.e., Supervisor, Accounts Payable