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- Before uploading the photo resize the photo/signature in the dimension mentioned below :
 - The photo/signature should be in jpg or pdf format
 - > The photo can be resized with the MICROSOFT OFFICE PICTURE MANAGER
 - Select the image and right click on the photo and open with photo/signature in MICROSOFT OFFICE PICTURE MANAGER



Click on Edit Picture and Resize



Click on Custom for photo width X Hight i.e. 133 X 152 and for signature width X Hight i.e. 152 X 140 and click on ok



- Save as the resized photo.
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