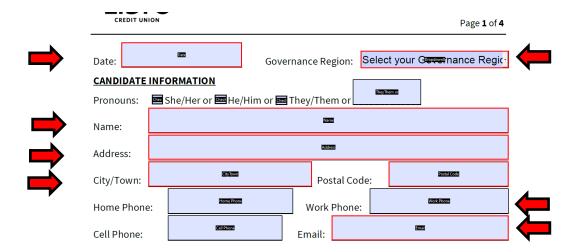


2025 Owner Representative Nomination Form Instructions

1. Start by filling in the date, your region (using the drop-down list), and contact information. Please note the boxes with a red border are mandatory.



2. At the bottom of the page, you'll see the **nominee signature** section. Click in the grey box to get started.

I acknowledge and agree that I will comply with:

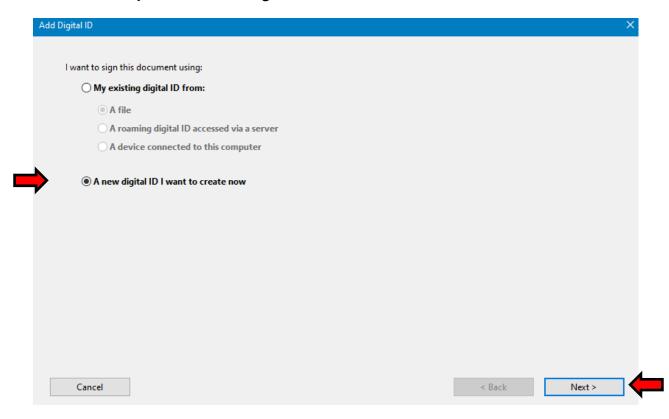
- Libro rules and policies regarding all election and campaign activities;
- · Libro conflict of interest provisions and code of conduct;
- Board policies pertaining to the responsibilities of Owner Representatives.



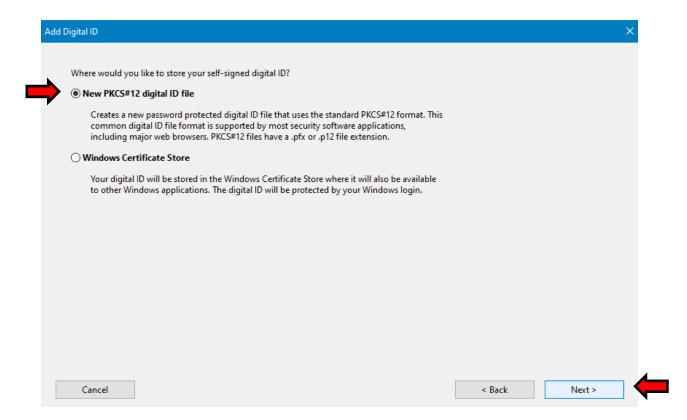
Candidate Signature

3. Once you click the grey box, the following will pop up on your screen. This is the first step in the process to create your online signature.

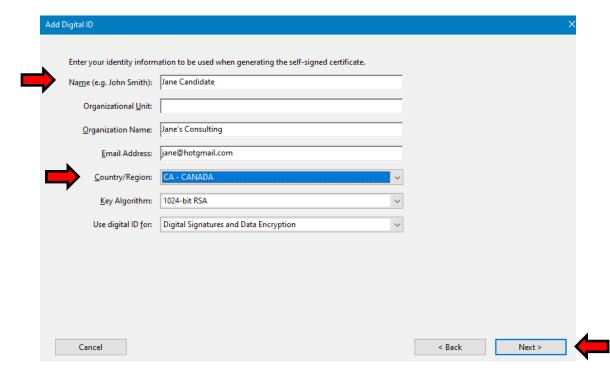
Make sure you select "A new digital ID I want to create now" and then click "Next".



4. Select "New PKCS#12 digital file" and then click "Next".



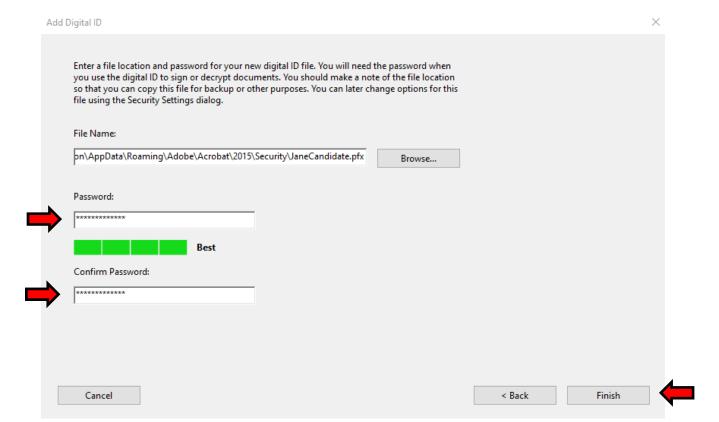
5. Fill out your name (Organization is optional), select "Canada" for the "Country/Region", then click "Next".



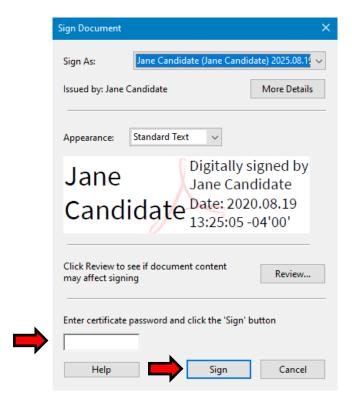
6. If you want to save your digital signature somewhere other than the default file location that automatically appears, click "**Browse**" and then choose the folder where you'd like it saved.

If not, then simply create a password, confirm it by entering it a second time, then click "Finish".

HINT – to make a strong password, use a mix of capital and small letters along with numbers. (eg. Password1234)



7. Your digital signature is now ready! Just enter your password in the box and click the "**Sign**" button.



It will then ask you to save the document. We recommend saving it somewhere that is easy to find as you will need to email it to your supporters.

8. Before emailing your nomination form to your supporters, don't forget to type your name in at the **top of page 2** and **complete the sections on pages 3 and 4** and then save it again!

CANDIDATE SUPPORT

We, the undersigned Libro Owners, support the nomination of the candidate named below for election to the position of Libro Owner Representative. We believe the candidate would be a good representative of and for our credit union's ownership.



Once you have completed all these steps, it's time to email the Nomination Form to your supporters. They'll have to digitally sign and email it back to you one at a time. The instructions for how your Supporters can sign your Nomination Form can be found in the separate **Nomination Form Supporter Signature Guide**.