



## Nomination Form Supporter Signature Guide

Thank you for choosing to support an Owner Representative nomination. Please follow the steps below to add your digital signature to the Nomination Form.

1. Download and save the document adding your name to the existing file name so your nominee can quickly see who has signed the form.
2. Once you open the document, you'll see the following on page 2:

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**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.**

Candidate's Name:

*Nominators signing in support must be an Owner themselves holding personal membership shares at a location within the governance region where the candidate is seeking election. Libro staff are not eligible to support candidate nominations.*

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1. Supporter's Name (Print):

Date:  Signature:

Street address:

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2. Supporter's Name (Print):

Date:  Signature:

Street address:

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3. Supporter's Name (Print):

Date:  Signature:

3. To get started, type your name, date, and street address into the appropriate boxes and then click the grey "**Signature**" box:

If you need clarification for any part of these instructions, please contact [governance@libro.ca](mailto:governance@libro.ca)

1. Supporter's Name (Print): Tom Supporter

Date: June 26, 2023

Signature: [Unsigned signature]

Street address: 4321 supporter Ave

4. 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”**.

Add Digital ID

I want to sign this document using:

- My existing digital ID from:
  - A file
  - A roaming digital ID accessed via a server
  - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

5. Select **“New PKCS#12 digital file”** and then click **“Next”**.

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The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options: "New PKCS#12 digital ID file" (which is selected) and "Windows Certificate Store". The "New PKCS#12 digital ID file" option has a description: "Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension." The "Windows Certificate Store" option has a description: "Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login." At the bottom, there are three buttons: "Cancel", "< Back", and "Next >". A red arrow points to the "New PKCS#12 digital ID file" radio button, and another red arrow points to the "Next >" button.

6. Fill out your name and email address, select **"Canada"** for the **"Country/Region"**, then click **"Next"**.

The screenshot shows the same "Add Digital ID" dialog box, but now it is asking for identity information. The text says, "Enter your identity information to be used when generating the self-signed certificate." There are several input fields: "Name (e.g. John Smith):" with the value "Tom Supporter", "Organizational Unit:" (empty), "Organization Name:" (empty), "Email Address:" with the value "toms@hotmail.com", "Country/Region:" with a dropdown menu showing "CA - CANADA", "Key Algorithm:" with a dropdown menu showing "1024-bit RSA", and "Use digital ID for:" with a dropdown menu showing "Digital Signatures and Data Encryption". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >". A red arrow points to the "Name" input field, another red arrow points to the "Country/Region" dropdown menu, and a third red arrow points to the "Next >" button.

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7. If you want to save your digital signature somewhere other than the default folder 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)

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:  
on\AppData\Roaming\Adobe\Acrobat\2015\Security\TomSupporter.pfx

Password:  
\*\*\*\*\*  
Best

Confirm Password:  
\*\*\*\*\*

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

The screenshot shows a digital signing window titled "Sign as 'Tom Supporter'". At the top, there is an "Appearance" dropdown set to "Standard Text" and a "Create" button. The main area displays a large signature "Tom Supporter" with a red scribble over it. To the right of the signature, it says "Digitally signed by Tom Supporter" and "Date: 2023.06.26 15:33:44 -04'00'". Below this, there is a "View Certificate Details" link. A section for "Review document content that may affect signing" has a "Review" button. At the bottom, there is a text input field labeled "Enter the Digital ID PIN or Password..." with a red border, a "Back" button, and a "Sign" button. Two red arrows point towards the "Sign" button from the left and right sides.

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1. Supporter's Name (Print): **Tom Supporter**

Date: **June 26, 2023** Signature: **Tom Supporter**  
Digitally signed by Tom Supporter  
Date: 2023.06.26 15:37:05  
-04'00'

Street address: **4321 supporter Ave**

- Save the document** and then **email it back to the nominee** so it can be shared with the next supporter.

**You're all done! Thank you.**