

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



## 2021 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.



### 2021 Owner Representative Nomination Form

Page 1 of 4

➔	Date:	August 20, 2021	Governance Region:	Haldimand Norfolk	←	
<b>CANDIDATE INFORMATION</b>						
➔	Name:	Jane Candidate				
➔	Address:	1234 Nomination Drive				
➔	City/Town:	Simcoe	Postal Code:	N6A 2C8	←	
	Home Phone:		Work Phone:			
	Cell Phone:	226-555-2170	Email:	jane@hotmail.com	←	

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

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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”**.

**Add Digital ID** [X]

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 >

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

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". A red arrow points to the selected radio button. Below the first option, there is a descriptive paragraph: "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." Below the second option, there is another descriptive paragraph: "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 of the dialog, there are three buttons: "Cancel", "< Back", and "Next >". A red arrow points to the "Next >" button.

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

The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for identity information: "Enter your identity information to be used when generating the self-signed certificate." There are several input fields and dropdown menus: "Name (e.g. John Smith):" with the text "Jane Candidate"; "Organizational Unit:" which is empty; "Organization Name:" with the text "Jane's Consulting"; "Email Address:" with the text "jane@hotmail.com"; "Country/Region:" with a dropdown menu showing "CA - CANADA" selected; "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". Red arrows point to the "Name" field and the "Country/Region" dropdown. At the bottom, there are three buttons: "Cancel", "< Back", and "Next >". A red arrow points to the "Next >" button.

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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)

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:

Password:  
  

Best

Confirm Password:

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

Sign Document

Sign As: Jane Candidate (Jane Candidate) 2025.08.19

Issued by: Jane Candidate [More Details](#)

Appearance: Standard Text

Digitally signed by Jane Candidate  
Date: 2020.08.19 13:25:05 -04'00'

Click Review to see if document content may affect signing [Review...](#)

Enter certificate password and click the 'Sign' button

[Help](#) [Sign](#) [Cancel](#)

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.**

Candidate's Name:

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**.