



## 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:



### 2024 Owner Representative Nomination Form

Page 2 of 4

#### **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: Jane

*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.*

1. Supporter's Name (Print): \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Street address: \_\_\_\_\_

2. Supporter's Name (Print): \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Street address: \_\_\_\_\_

3. Supporter's Name (Print): \_\_\_\_\_  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

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

Date: June 26, 2023

Signature: [Grey box with 'Unsigned signature' text]

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:

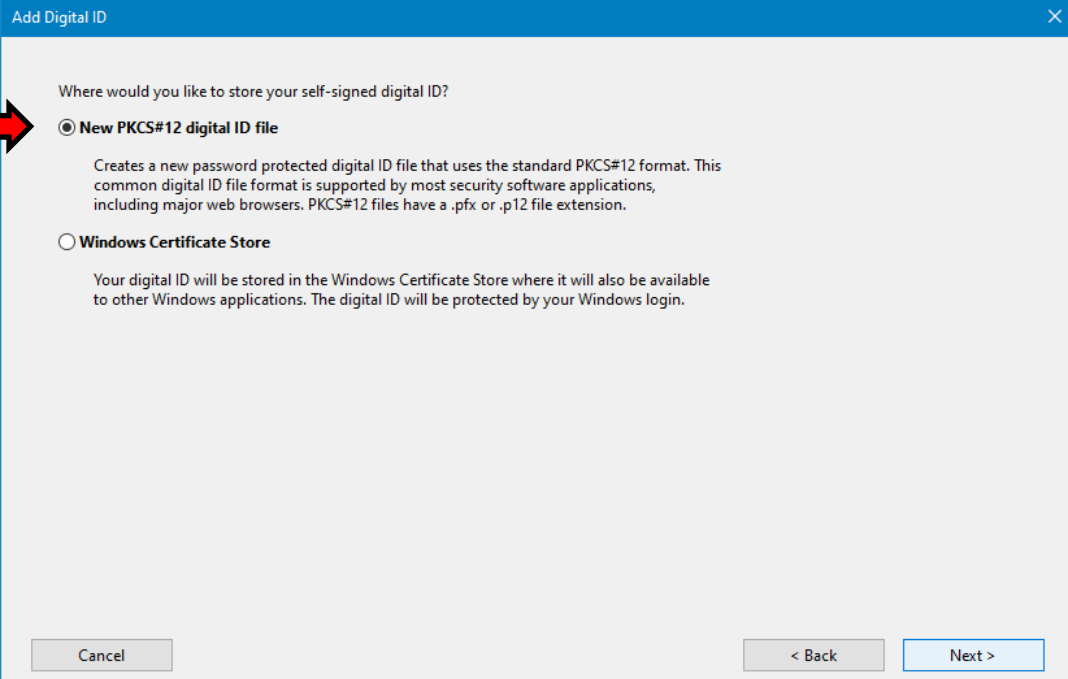
- ☐ A file
- ☐ A roaming digital ID accessed via a server
- ☐ A device connected to this computer

☒ A new digital ID I want to create now

Cancel < Back Next >

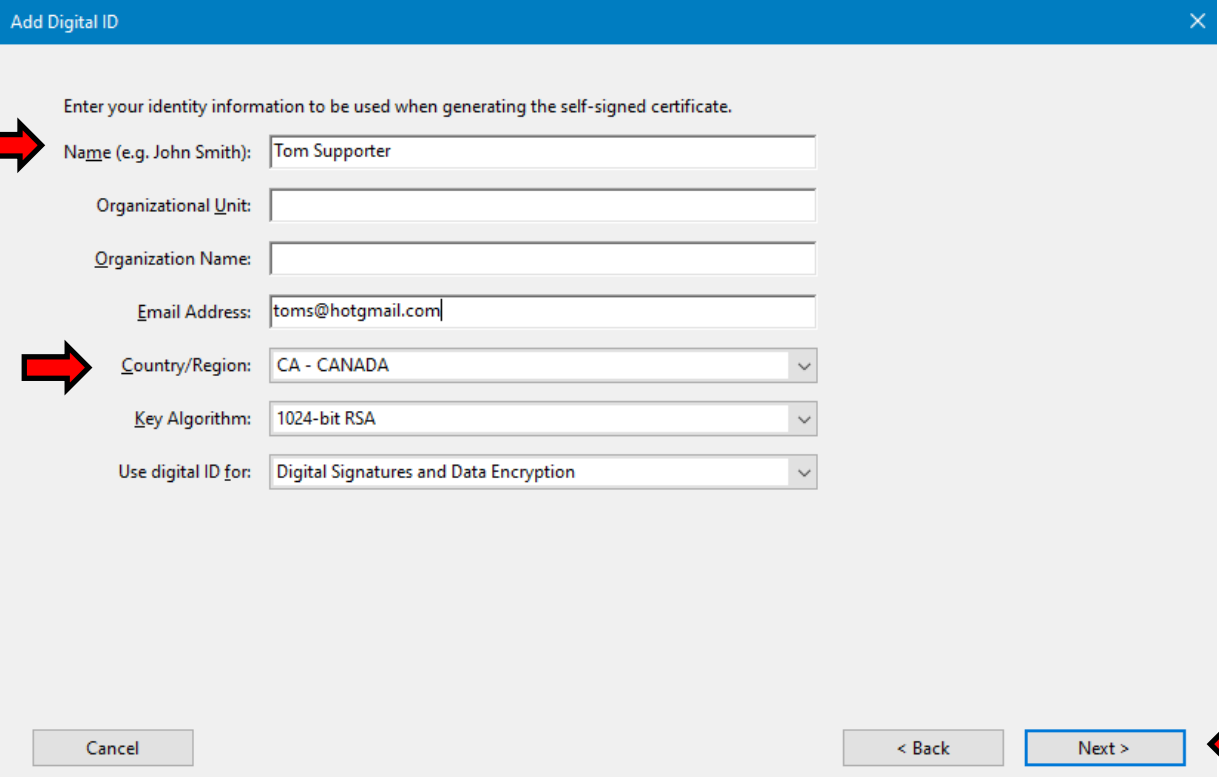
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please contact [governance@libro.ca](mailto:governance@libro.ca)*

5. 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". Below the first option, it says: "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, it says: "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" option, 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 asks for identity information: "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" field, another red arrow points to the "Country/Region" dropdown, 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)

The screenshot shows the 'Add Digital ID' dialog box. It has a blue title bar with the text 'Add Digital ID' and a close button (X). The main area is light gray and contains the following text: '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.'

Below the text are three input fields:

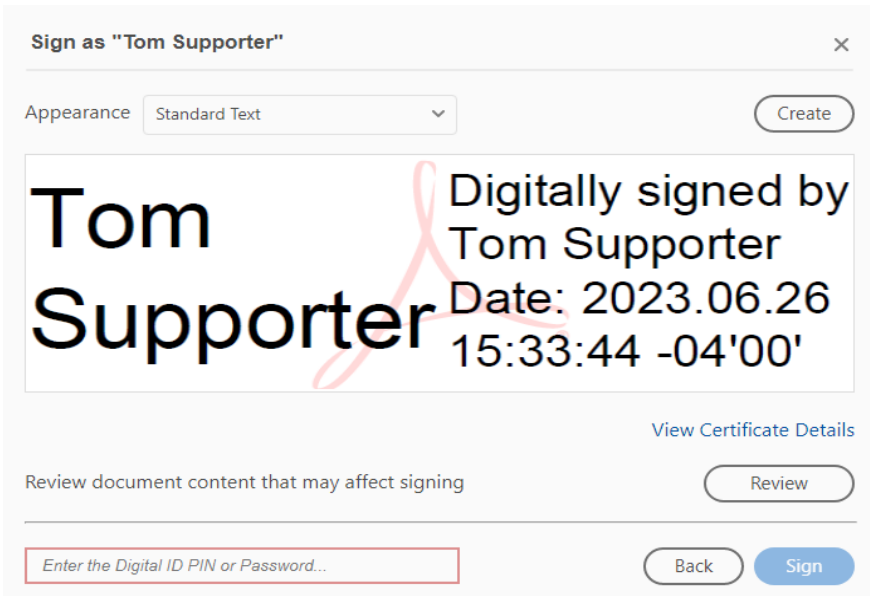
- File Name:** A text box containing 'on\AppData\Roaming\Adobe\Acrobat\2015\Security\TomSupporter.pfx' and a 'Browse...' button to its right.
- Password:** A text box filled with asterisks. A red arrow points to this field from the left.
- Confirm Password:** A text box filled with asterisks. A red arrow points to this field from the left.

Below the password fields is a strength indicator consisting of four green squares and the word 'Best'.

At the bottom of the dialog are three buttons: 'Cancel', '< Back', and 'Finish'. A red arrow points to the 'Finish' button from the right.

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

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



*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.*

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

9. **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.**