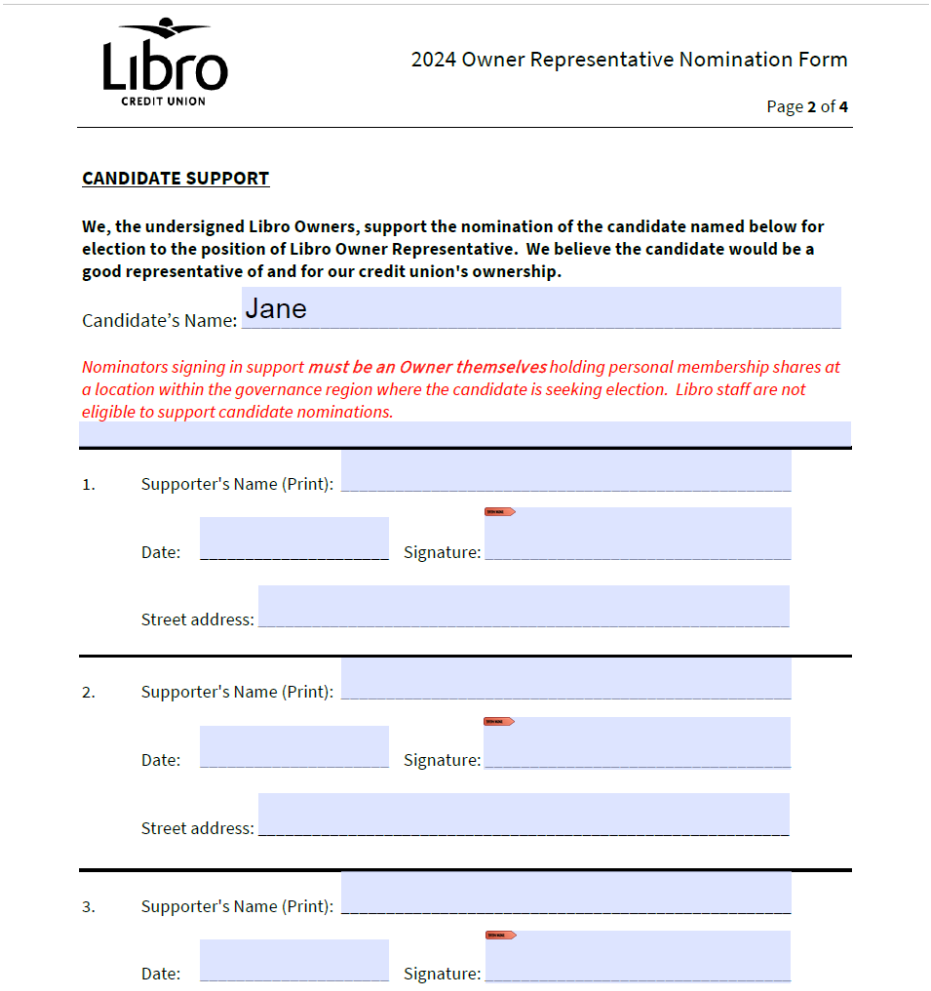
If you need clarification for any part of these instructions, please contact governance@libro.ca

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): _____

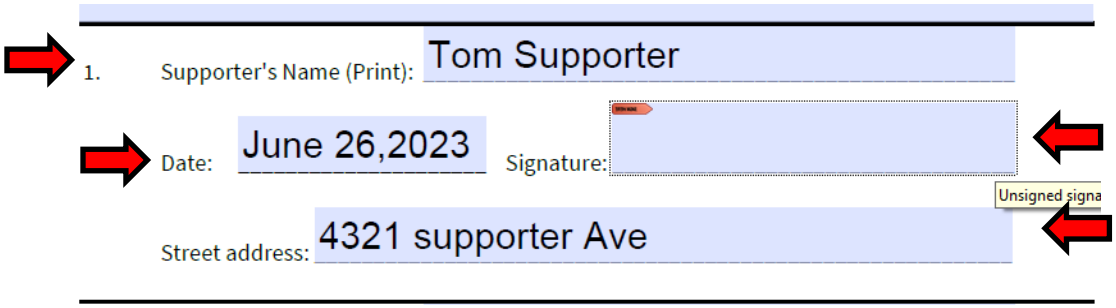
   Date: _____ Signature: _____

   Street address: _____

3. Supporter's Name (Print): _____

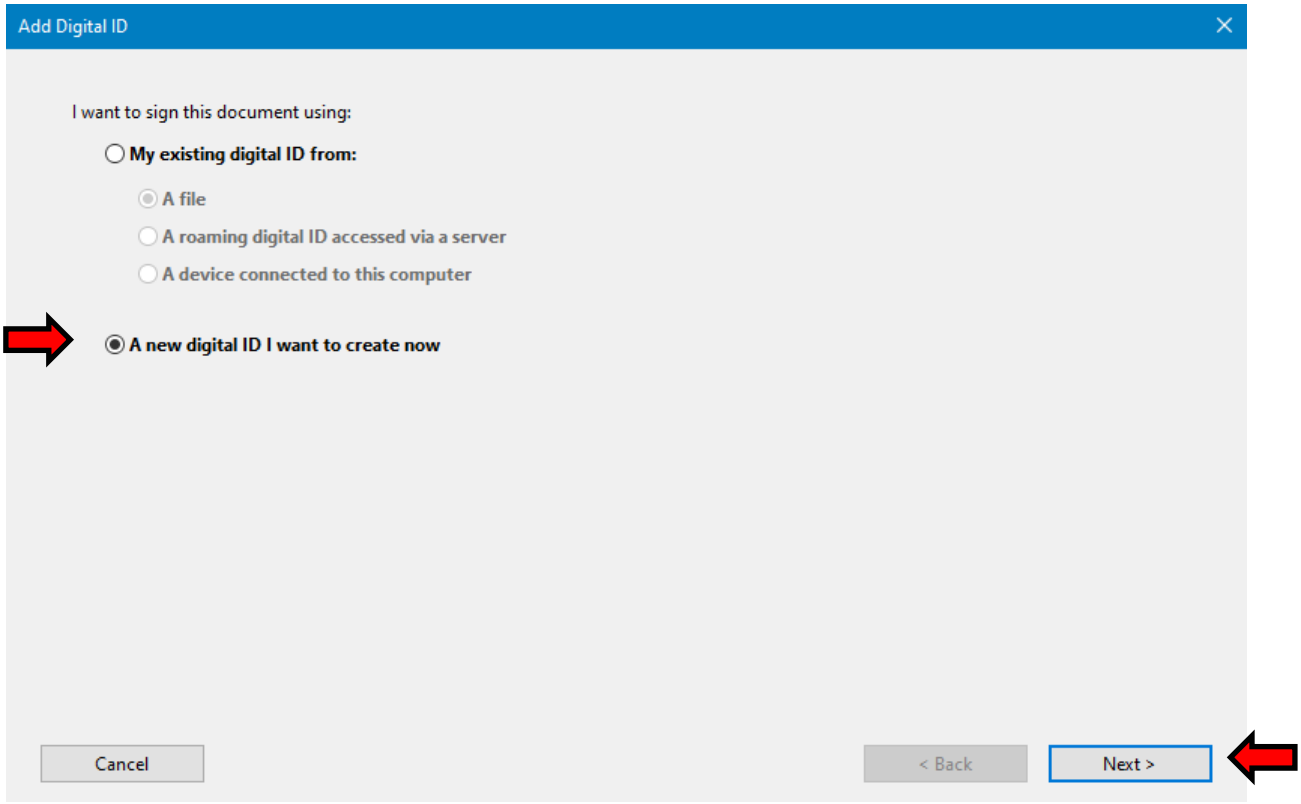
   Date: _____ Signature: _____

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

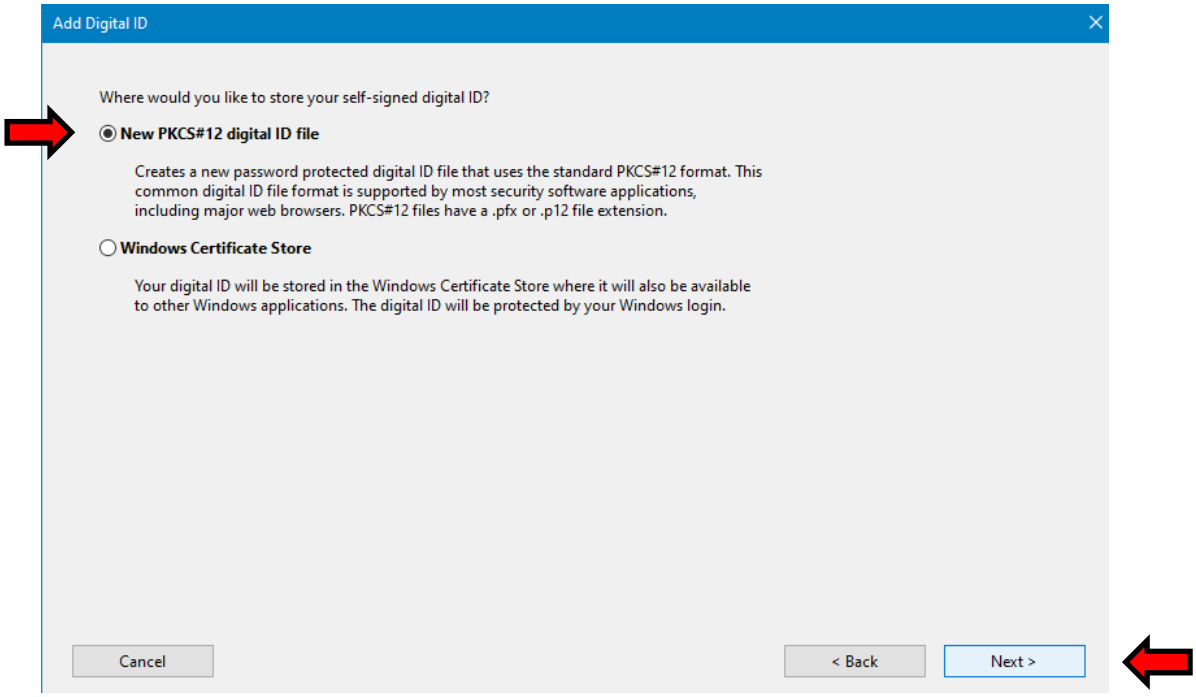


4. Once you click the grey box, the following will pop up on your screen. This is the first step in the process to create your online signature.

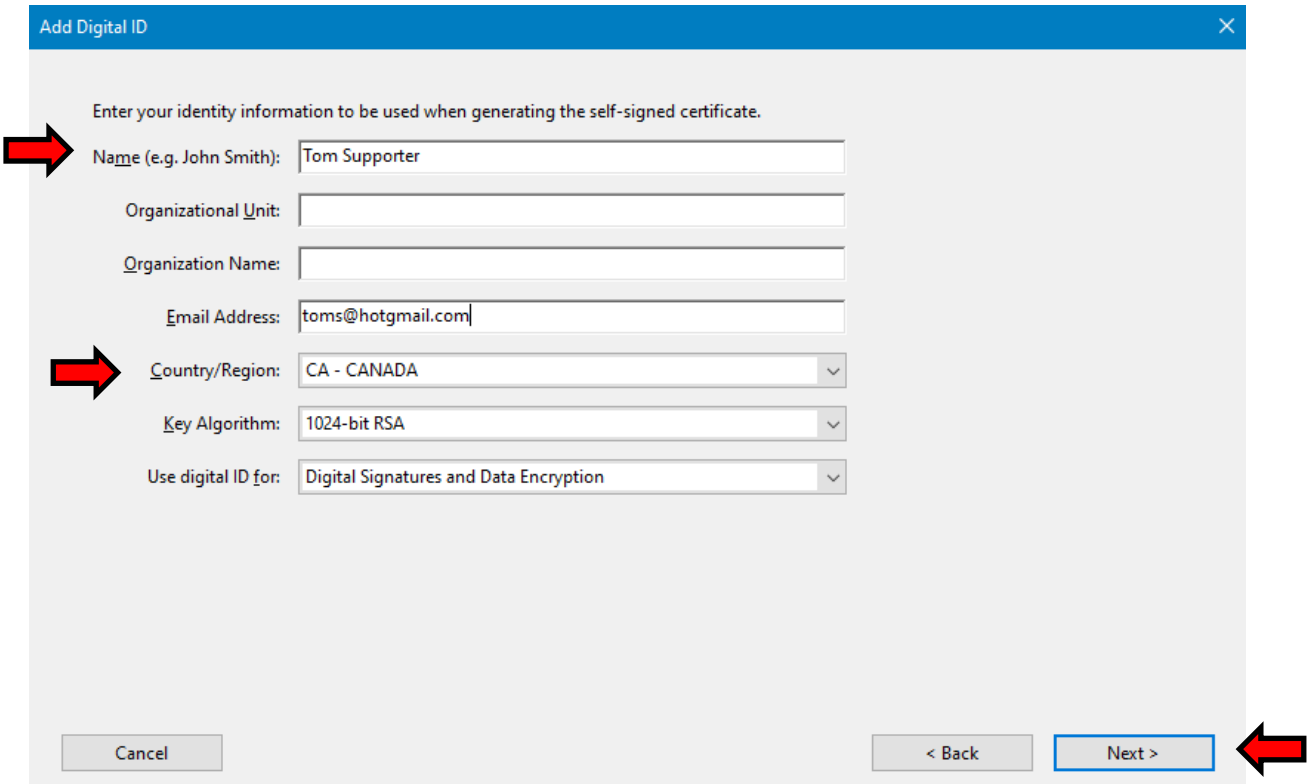
   Make sure you select "**A new digital ID I want to create now**" and then click "**Next**".



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



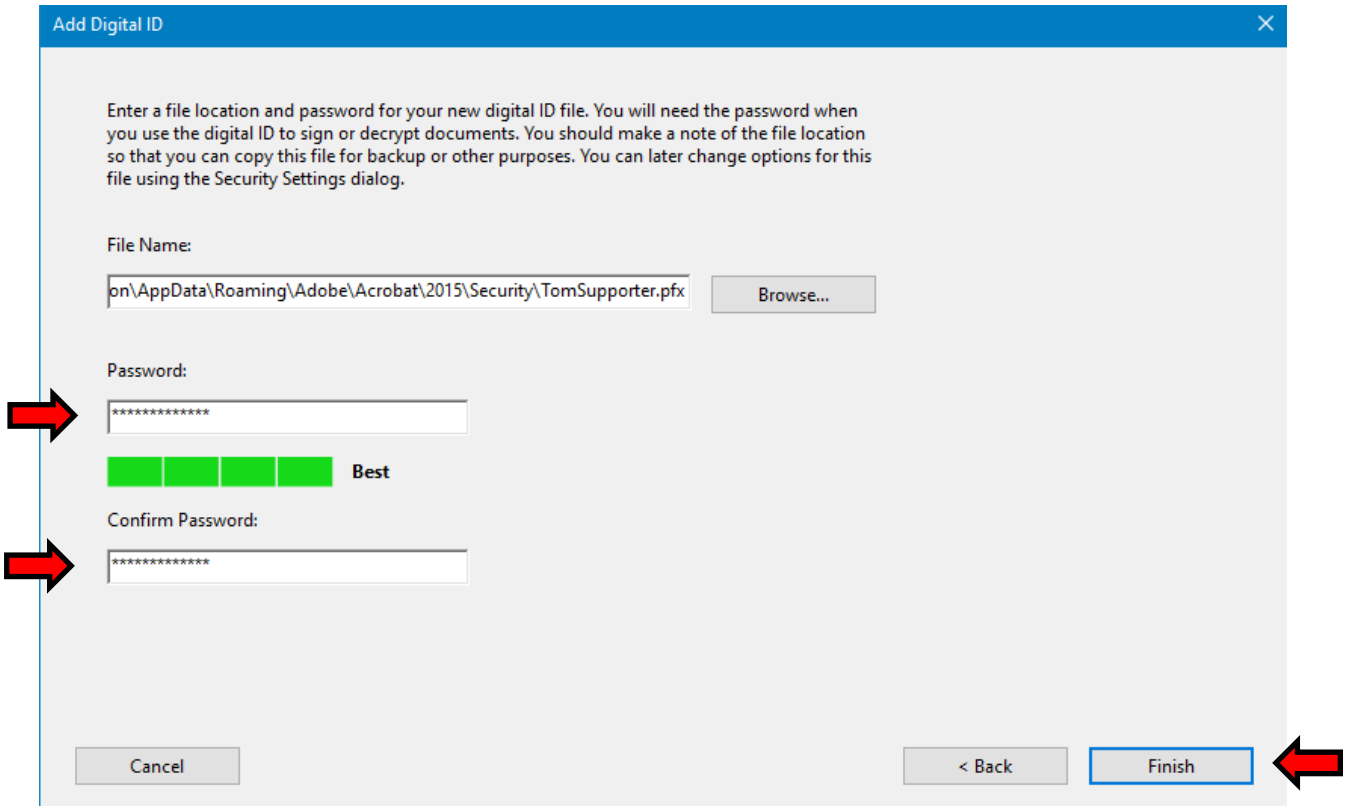
6. Fill out your name and email address, select "**Canada**" for the "**Country/Region**", then click "**Next**".



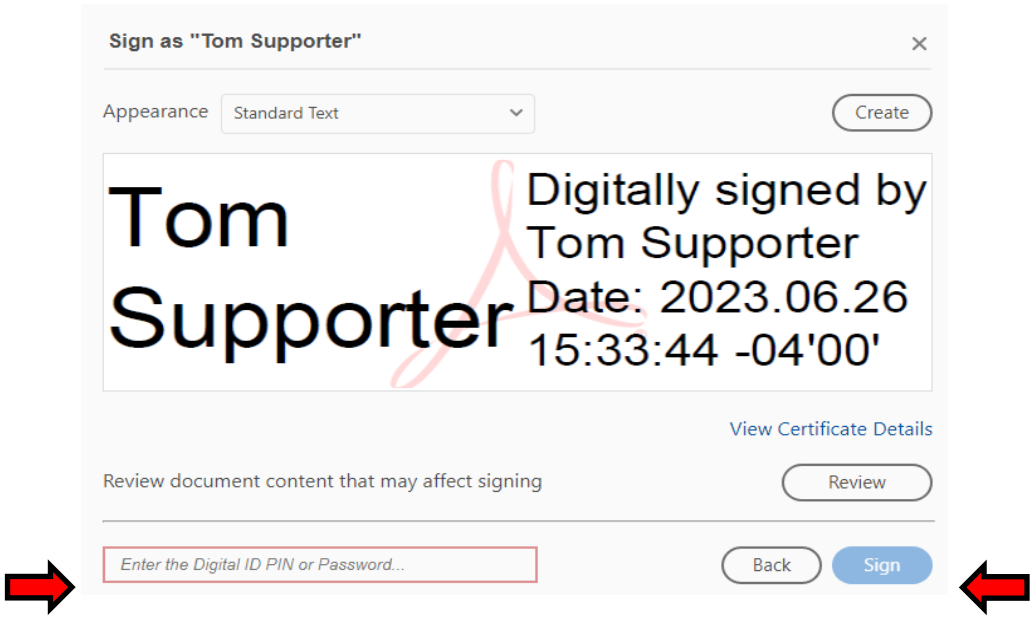
7. If you want to save your digital signature somewhere other than the default folder that automatically appears, click "**Browse**" and then choose the folder where you'd like it saved.

   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)



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.