



2024 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.

A screenshot of the "2024 Owner Representative Nomination Form" from Libro Credit Union. The form is titled "2024 Owner Representative Nomination Form" and "Page 1 of 4". It includes a "CANDIDATE INFORMATION" section. Red arrows point to the following fields: Date, Governance Region (a dropdown menu), Name, Address, City/Town, Postal Code, Home Phone, Work Phone, Cell Phone, and Email. The form also includes checkboxes for pronouns: "Check She/Her or", "Check He/Him or", and "Check They/Them or".

Libro CREDIT UNION

2024 Owner Representative Nomination Form

Page 1 of 4

Date:

Governance Region:

CANDIDATE INFORMATION

Pronouns: ☐ She/Her or ☐ He/Him or ☐ They/Them or

Name:

Address:

City/Town: Postal Code:

Home Phone: Work Phone:

Cell Phone: Email:

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.

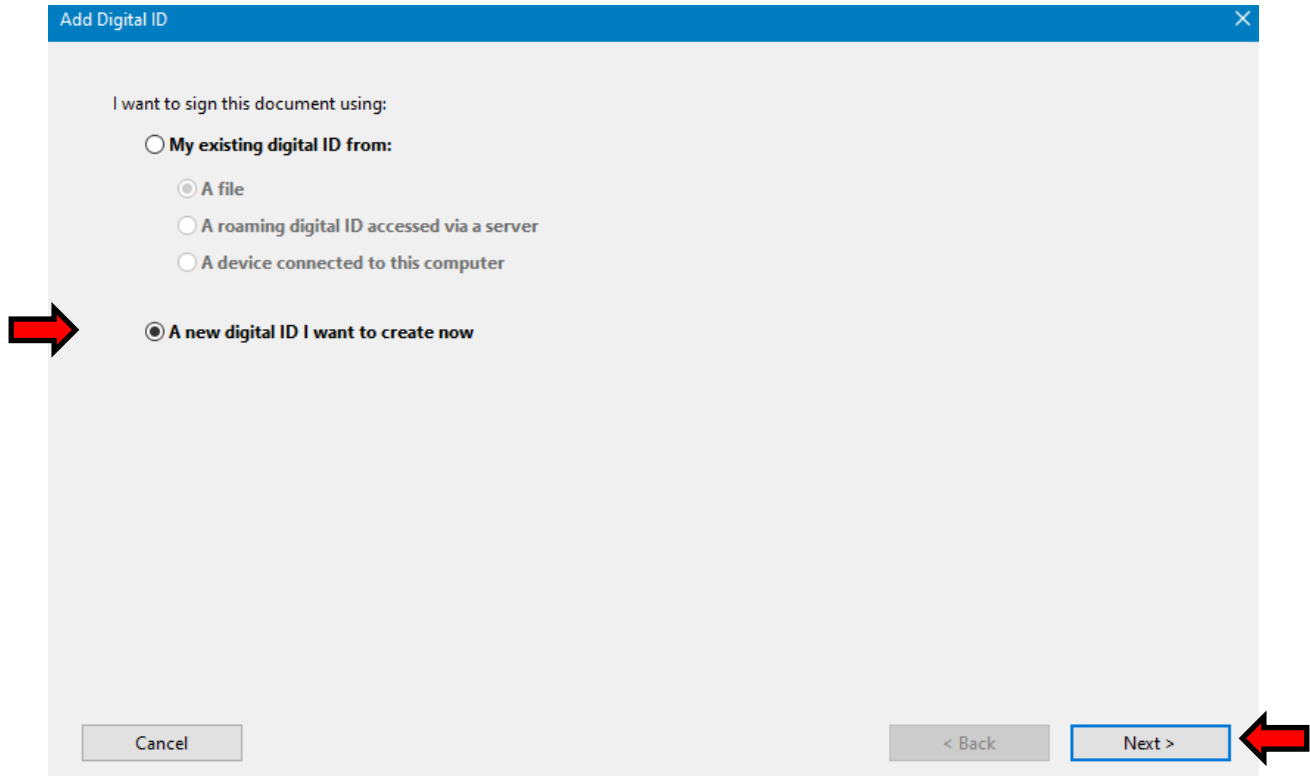
A screenshot of the "Candidate Signature" section. It features a large, empty grey box for the signature, with a red arrow pointing to it. Below the box is the text "Candidate Signature".

Candidate Signature

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

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”**.



The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads "I want to sign this document using:". Below this, there are two main radio button options. The first is "My existing digital ID from:", which is unselected. It has three sub-options: "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer", all of which are also unselected. The second main radio button option is "A new digital ID I want to create now", which is selected. A red arrow points to this selected option. At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >". The "Next >" button is highlighted with a blue border, and a red arrow points to it.

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

The screenshot shows the 'Add Digital ID' dialog box. The title bar is blue with the text 'Add Digital ID' and a close button. The main area has a light gray background. At the top, it asks 'Where would you like to store your self-signed digital ID?'. There are two radio button options. The first option, 'New PKCS#12 digital ID file', is selected and has a red arrow pointing to it. Below this option, there is a paragraph of text explaining that it creates a new password protected digital ID file using the standard PKCS#12 format. The second option, 'Windows Certificate Store', is not selected. Below this option, there is a paragraph of text explaining that the digital ID will be stored in the Windows Certificate Store. At the bottom of the dialog, there are three buttons: 'Cancel', '< Back', and 'Next >'. A red arrow points to the 'Next >' button.

Add Digital ID

Where would you like to store your self-signed digital ID?

☒ **New PKCS#12 digital ID file**

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.

☐ **Windows Certificate Store**

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.

Cancel < Back Next >

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

The screenshot shows the 'Add Digital ID' dialog box. The title bar is blue with the text 'Add Digital ID' and a close button. The main area has a light gray background. At the top, it asks 'Enter your identity information to be used when generating the self-signed certificate.' There are several input fields. The first field is 'Name (e.g. John Smith):' with the text 'Jane Candidate' entered. The second field is 'Organizational Unit:' which is empty. The third field is 'Organization Name:' with the text 'Jane's Consulting' entered. The fourth field is 'Email Address:' with the text 'jane@hotmail.com' entered. The fifth field is 'Country/Region:' with a dropdown menu showing 'CA - CANADA' selected. A red arrow points to this dropdown. The sixth field is 'Key Algorithm:' with a dropdown menu showing '1024-bit RSA'. The seventh field is 'Use digital ID for:' with a dropdown menu showing 'Digital Signatures and Data Encryption'. At the bottom of the dialog, there are three buttons: 'Cancel', '< Back', and 'Next >'. A red arrow points to the 'Next >' button.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Jane Candidate

Organizational Unit:

Organization Name: Jane's Consulting

Email Address: jane@hotmail.com

Country/Region: CA - CANADA

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

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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:

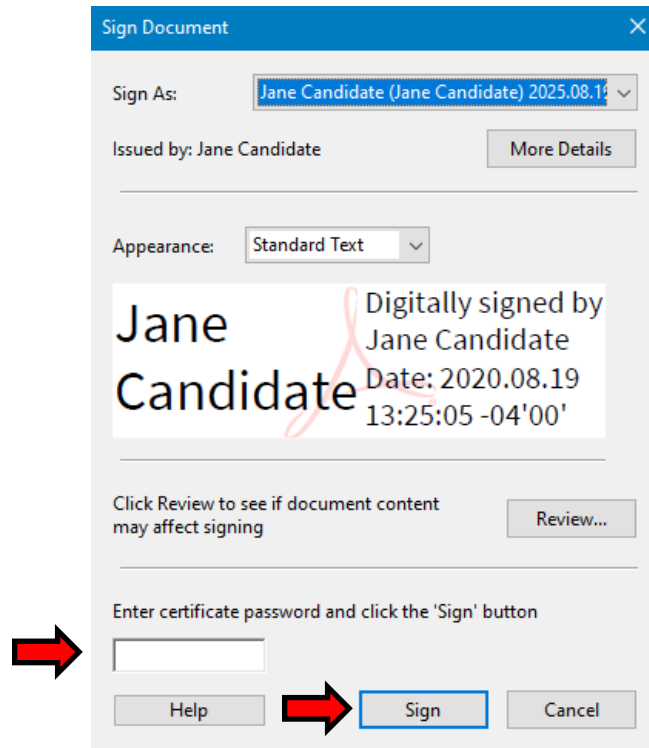
 **Best**

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.



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**.