

This Quick Reference walks you through the process of creating an electronic signature. Firstly, you need to save the file to your computer, configure a Digital ID, and digitally sign the form.

**NOTE:** This form works best when accessed through Chrome.

## Save the File to Your Computer

1. Download the form by clicking the download button at the top of the screen. This button will appear when you move your cursor to the top right of your screen.

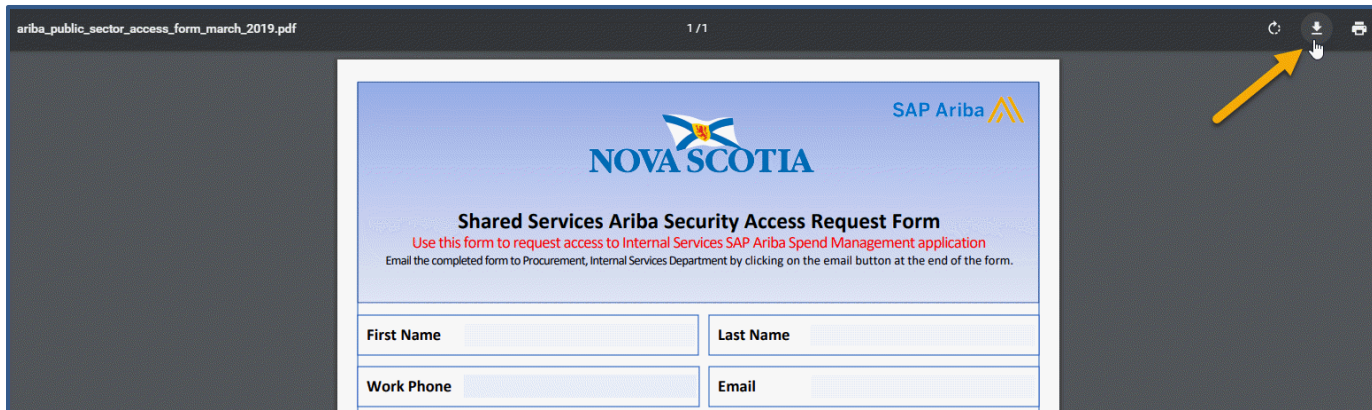


Figure 1

2. Save the document to your computer (e.g., Desktop, Documents). You will need to do this as, if you complete the form from the browser, you can't sign it electronically.
3. Once the form has been saved, go to the saved location and open the blank form as a PDF.
4. When you have completed the form (as a PDF from saved location), click the box requesting the signature (1).

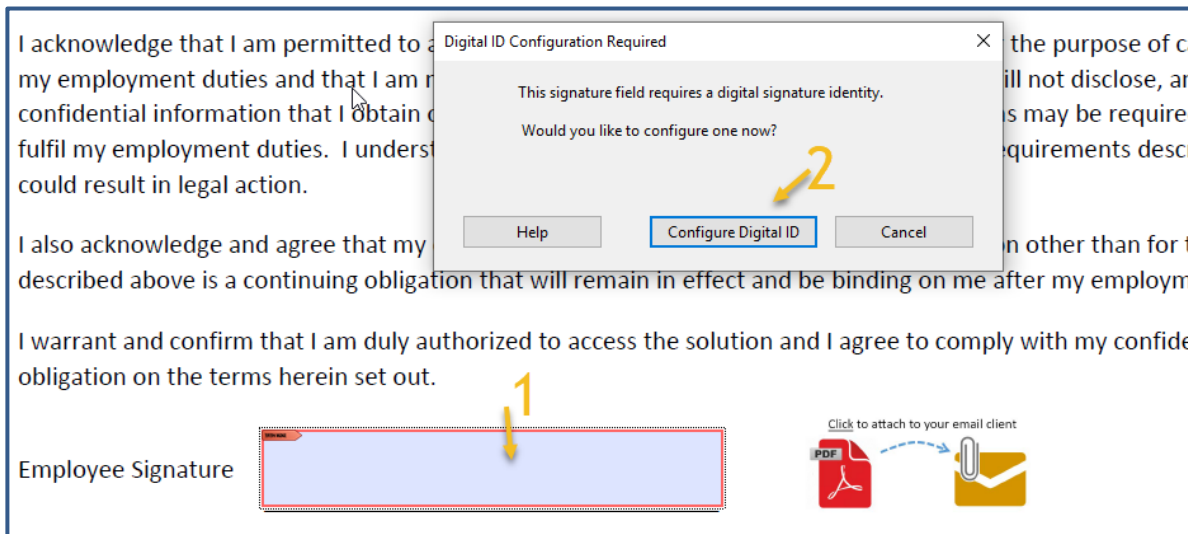


Figure 2

5. Click the button **Configure Digital ID** (2).

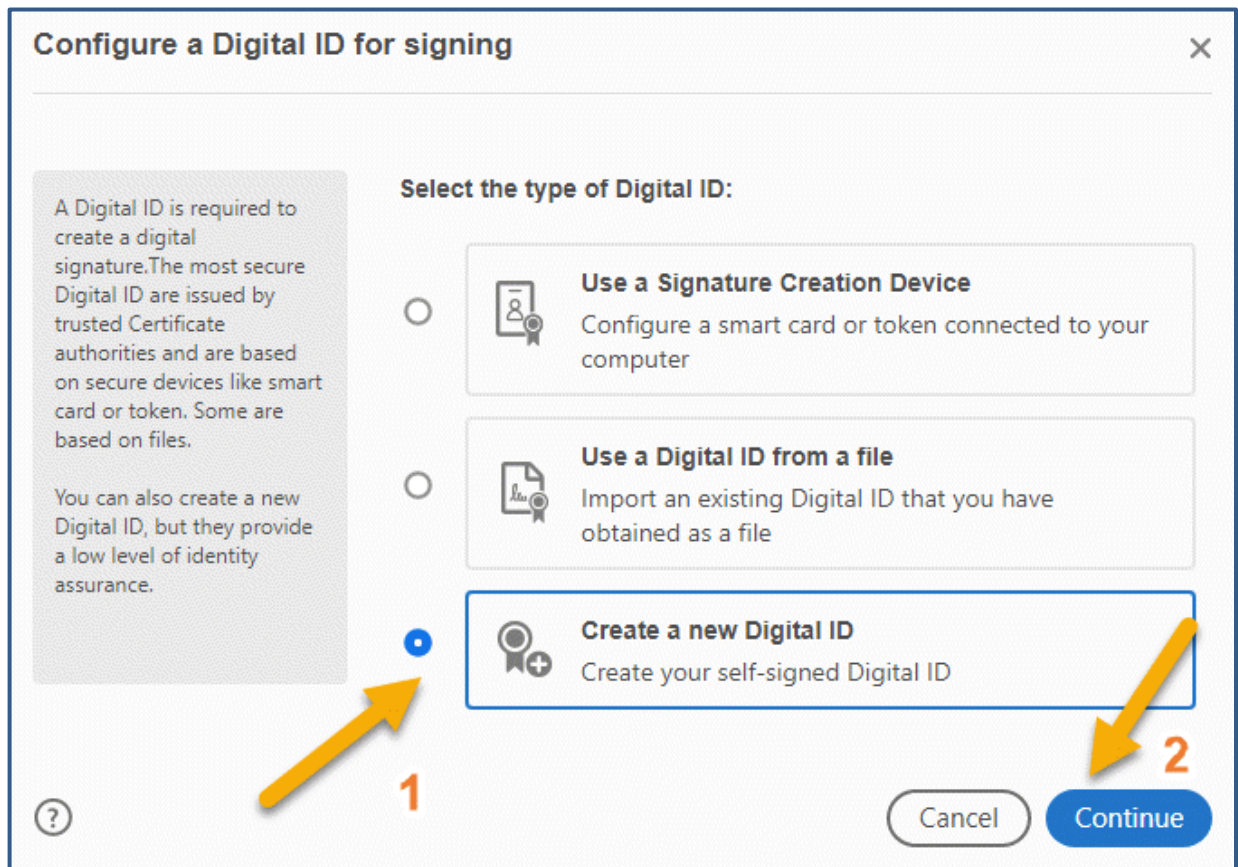


Figure 3

6. Select **Create a new Digital ID** (1).
7. Click **Continue** (2).

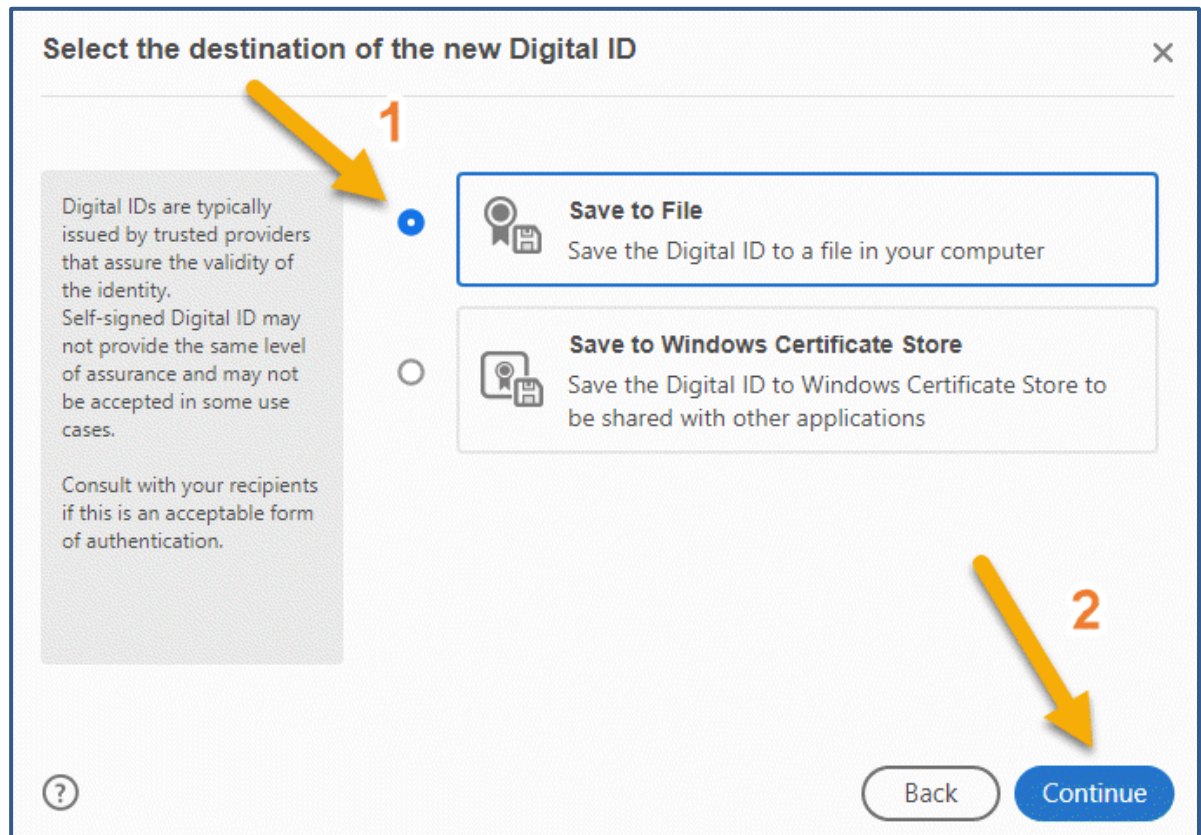
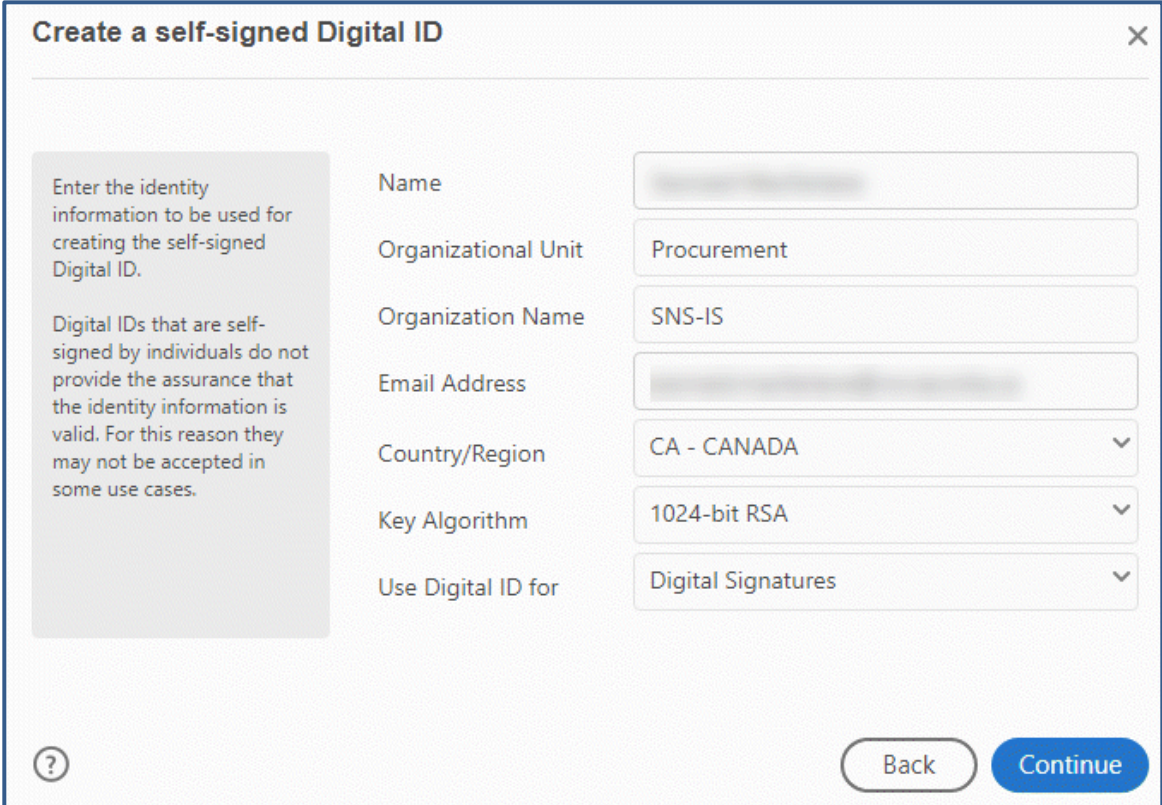


Figure 4

8. Click the radio button beside **Save to File** (1).
9. Click **Continue**. The *Create a self-signed Digital ID to a file* dialog box appears.



**Create a self-signed Digital ID** [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name [Redacted]

Organizational Unit Procurement

Organization Name SNS-IS

Email Address [Redacted]

Country/Region CA - CANADA

Key Algorithm 1024-bit RSA

Use Digital ID for Digital Signatures

[?] [Back] [Continue]

Figure 5

10. Enter your details and:
  - a. For the **Key Algorithm** select: 1024-bit RSA.
  - b. For the **Use Digital ID for**: select Digital Signatures.
  - c. Click **Continue**.

The *Save the self-signed Digital ID to a file* dialog box appears.



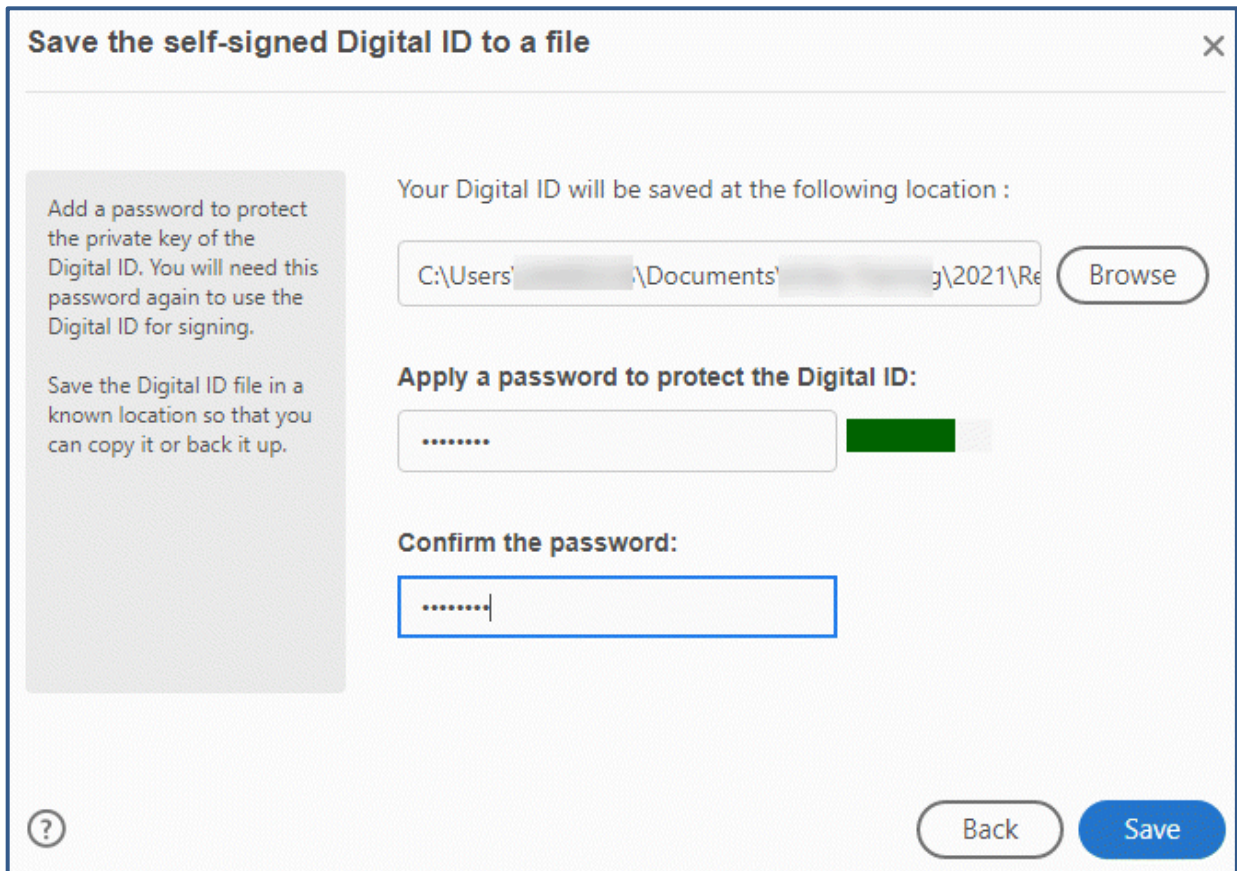


Figure 6

11. When saving your signature, click **Browse** and select a location (e.g., *Desktop, Documents*).
12. Apply and confirm a password and click **Save**.

The *Sign with a Digital ID* pop-up box appears.

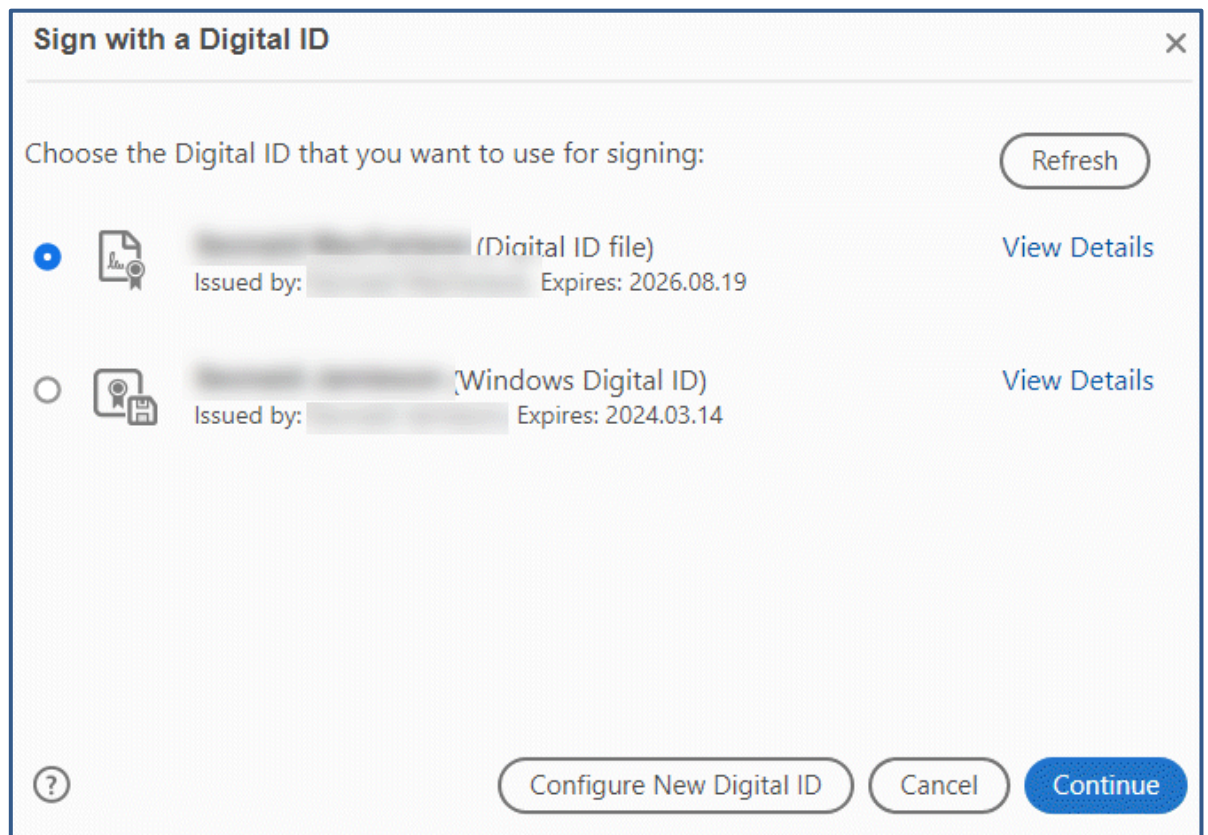


Figure 7

13. Select the Digital ID file you would like to use for signing. **NOTE:** If you have more than one signature (for example, due to a name change), it will show here.
14. Click **Continue**.



Figure 8

15. Enter your password at the bottom left (1).
16. Click **Sign** (2).
17. Click **Save** to save the file.

Both your electronic signature and PDF will be saved in your chosen location (e.g., *Desktop, Documents*).

## Additional Help

If you have any problems with creating your Digital ID, please contact [Procurement Support](#) and submit a ticket or call the support line 902-424-5770.