

LCBO Template Declaration Form

- E-Signature Instructional Guidance -

Notes

1. Instruction provided is for executing in Adobe Reader (free version) on a Windows Computer / Operating System
2. Do not complete Forms in a web browser unless user is intending to print the form in order to apply a stamp or hand signature
3. Guidance will not be provided for non-Windows Operating Systems, including Apple / Mac. If you are using a Mac OS, download the Adobe Reader for Mac OS application

1 Click the yellow area of the Signature field. The yellow guidance box w

SECTION 6 CERTIFIER DETAILS

The screenshot shows a form with two main sections. The top section is labeled 'Certifier's Email' and contains the text 'Enter valid busin'. Below this is a 'Signature' field, which is highlighted in yellow. A blue callout box with the number '1' points to the yellow area. Inside the yellow area, there is red text that reads: 'To submit this as an Original PDF, you must use an e-signature. Create one by clicking here.'

2 Click the signature box again to begin the e-signature creation "operation"

This screenshot is similar to the previous one, but the 'Signature' field is no longer highlighted. A blue callout box with the number '2' points to the signature field. Below the field, a yellow callout box contains the text 'Unsigned signature field (Click to sign)'. A mouse cursor is shown hovering over the signature field.

3 Click on "Configure New Digital ID"

The screenshot shows a dialog box titled 'Sign with a Digital ID'. It contains a list of digital IDs. The first item is 'User Name (Windows Digital ID)' with a blue callout box '3' pointing to it. At the bottom of the dialog, there are three buttons: 'Configure New Digital ID', 'Cancel', and 'Continue'.

4 Click on "Create New Digital ID" and then "Continue"

The screenshot shows a dialog box titled 'Configure a Digital ID for signing'. It has a section 'Select the type of Digital ID:' with three radio button options. The third option, 'Create a new Digital ID', is selected and has a blue callout box '4' pointing to it. At the bottom, there are 'Cancel' and 'Continue' buttons.

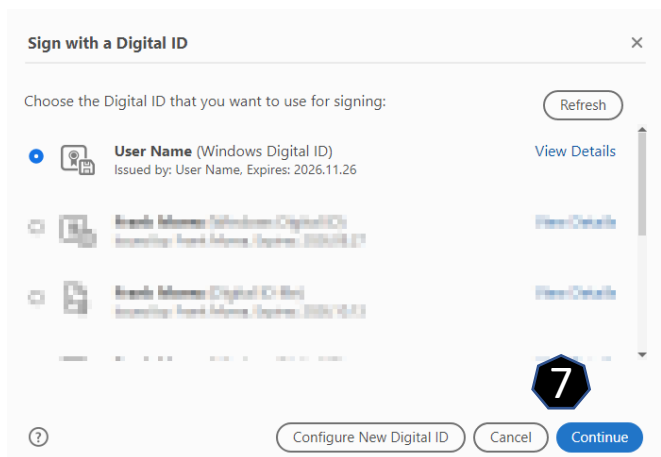
5 Click either option, we typically suggest saving to the Windows "store". Click "Continue".

The screenshot shows a dialog box titled 'Select the destination of the new Digital ID'. It has two radio button options: 'Save to File' and 'Save to Windows Certificate Store'. The second option is selected and has a blue callout box '5' pointing to it. At the bottom, there are 'Back' and 'Continue' buttons.

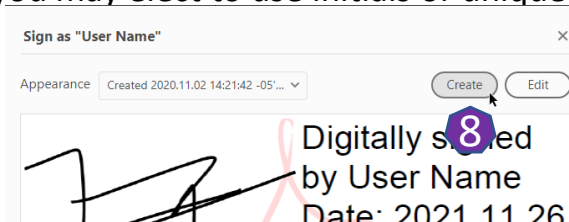
6 Enter pertinent details and click "Save".

The screenshot shows a form titled 'Create a self-signed Digital ID'. It contains several input fields: 'Name' (User Name), 'Organizational Unit' (Enter Organizational Unit...), 'Organization Name' (Enter Organization Name...), 'Email Address' (UserEmail@LCBO.COM), 'Country/Region' (US - UNITED STATES), 'Key Algorithm' (2048-bit RSA), and 'Use Digital ID for' (Digital Signatures). A blue callout box '6' points to the 'Save' button at the bottom right.

7 Click the yellow area of the Signature field. The yellow guidance box will then disappear



8 Click "Create", where you will then be prompted to draw a signature or you may elect to use initials or unique numbers.



10 Upon clicking "Save", you will be prompted to save the Form (file). After doing so, your new e-signature will appear within the signature field automatically

9 Customize your signature as desired and click "Save".

