

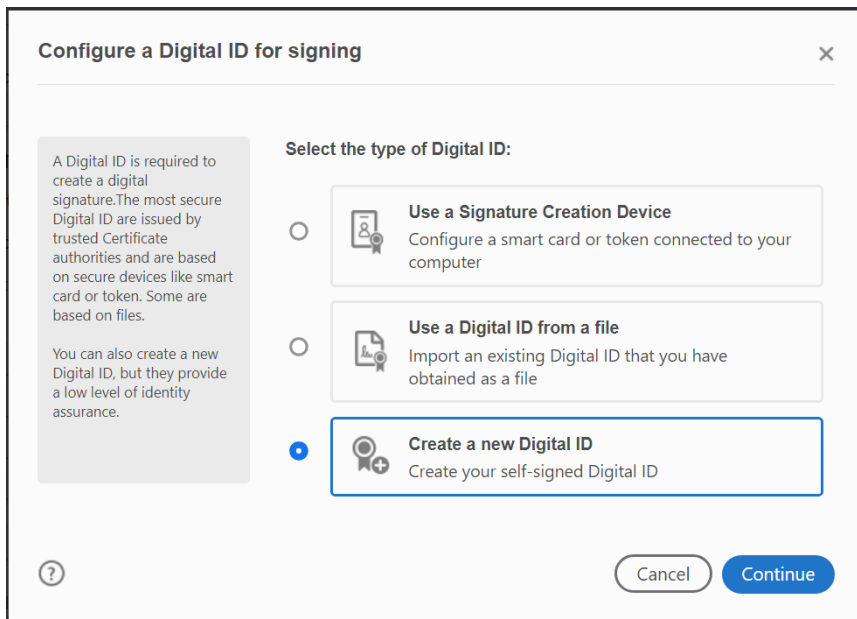
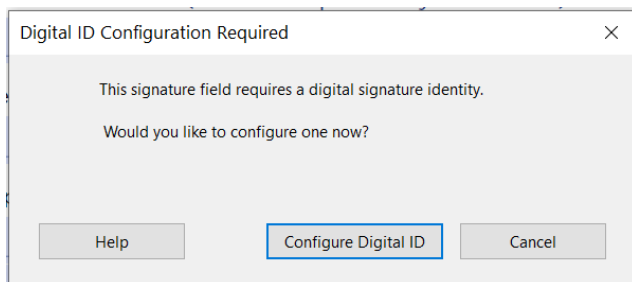


Setting up a Digital ID for use on CGU Forms

To fill out the PDF forms on screen, you will need a PDF reader such **Adobe Reader** which can be downloaded for free from numerous online sources, including <https://get.adobe.com/>, <https://play.google.com/> or <https://apps.apple.com/>.

In order to electronically sign our CG forms, you will need to have a Digital ID. If you already have a digital ID, click on a signature field within the form and select your ID.

If you do not have a Digital ID, you will need to create one. Click on a signature field and follow the prompts, clicking as highlighted in blue as in the following menu boxes:





Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Enter your name, email and other details, including your organization if signing on behalf of an entity.

Create a self-signed Digital ID

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: John Smith

Organizational Unit: *Enter Organizational Unit...*

Organization Name: *Enter Organization Name...*

Email Address: John.Smith@gmail.com

Country/Region: BM - BERMUDA

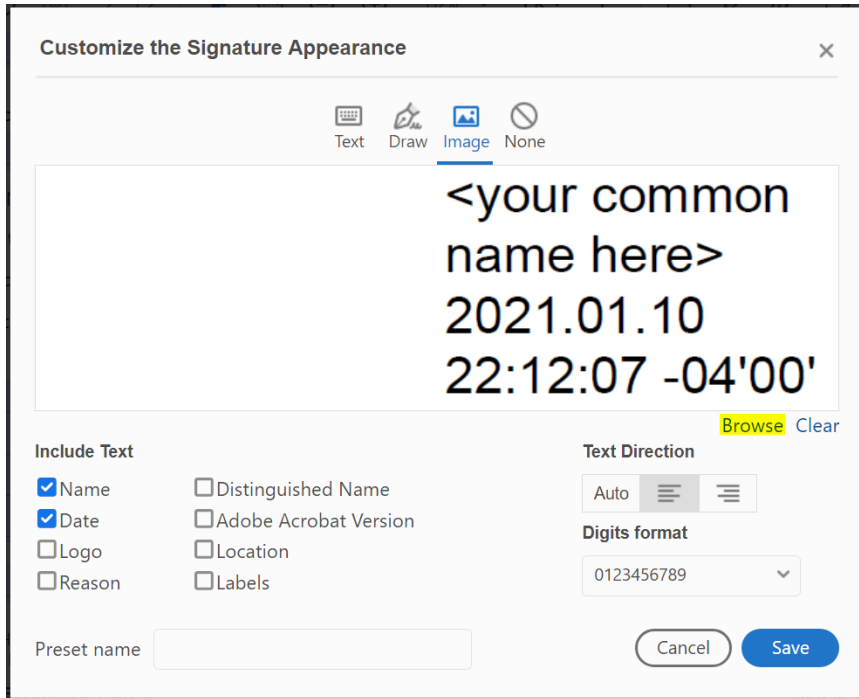
Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

You will then be asked to attach a password to your Digital ID. **Note:** you will need to use this password every time you use your electronic signature. So ensure this is something you will remember. Click 'Save' and then 'Continue'.

You may use the signature as is (plain text) by entering your password and clicking 'Sign'

OR you can customise your password by clicking on the 'Create' button in the top right corner.



Click on 'Draw' to use your mouse or touch pad/screen to draw your signature.

Click on 'Image' and then Browse if you have a PDF image of your signature that you'd like to use already saved on your device.



Once your signature looks as you want it to, click 'Save', then enter your password and click 'Sign'. You will be prompted to save the document.