

## 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 <u>https://get.adobe.com/</u>, <u>https://play.google.com/</u> or <u>https://apps.apple.com/</u>.

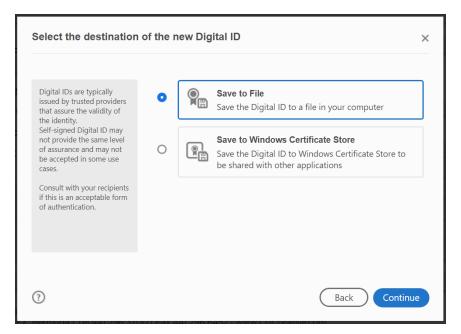
In order to electronically sign our CG forms, you will need to have a Digital ID. If you already have a digital ID, click on a signature field within the form and select your ID.

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:

Digital ID Configuration Requ	ired		×	
This signature field req	uires a di <u>c</u>	gital signat	ture identity.	
Would you like to con	figure one	now?		
Help	Config	jure Digita	al ID Cancel	
Configure a Digital ID	foreign	ing		
Configure a Digital ID	for sign	iing		×
A Digital ID is required to create a digital	Select the type of Digital ID:			
signature.The most secure Digital ID are issued by		ā	Use a Signature Creation Device	
trusted Certificate authorities and are based on secure devices like smart	0		Configure a smart card or token connected to your computer	
card or token. Some are based on files.			Use a Digital ID from a file	
You can also create a new Digital ID, but they provide a low level of identity assurance.	0 [		Import an existing Digital ID that you have	
			obtained as a file	
	0	0	Create a new Digital ID	
			Create your self-signed Digital ID	
(?)			Cancel Continu	ie







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

create a self-signed Di	igital 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 Organizational Unit Organization Name Email Address Country/Region Key Algorithm Use Digital ID for	John Smith Enter Organizational Unit Enter Organization Name John.Smith@gmail.com BM - BERMUDA 2048-bit RSA Digital Signatures	~
D		Back	Continue

You will then be asked to attach a password to your Digital ID. **Note**: you will need to use this password <u>every time</u> 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.





Customize the Signature Appearance ×					
	Text Draw	Image None			
		<your common<br="">name here&gt; 2021.01.10 22:12:07 -04'00'</your>			
Include Text ✓ Name ✓ Date □ Logo □ Reason	<ul> <li>Distinguished Name</li> <li>Adobe Acrobat Version</li> <li>Location</li> <li>Labels</li> </ul>	Browse     Clear       Text Direction     Text Direction       Auto     Text Direction       Digits format     Text Direction       0123456789     V			
Preset name		Cancel Save			

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.

Sign as "J	ohn Smith"	×
Appearance	Created 2021.01.10 22:29:42 -04' 🗸	Create
	John	Imith
Review docu	ment content that may affect signing	View Certificate Details
••••••		Back Sign

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.

