

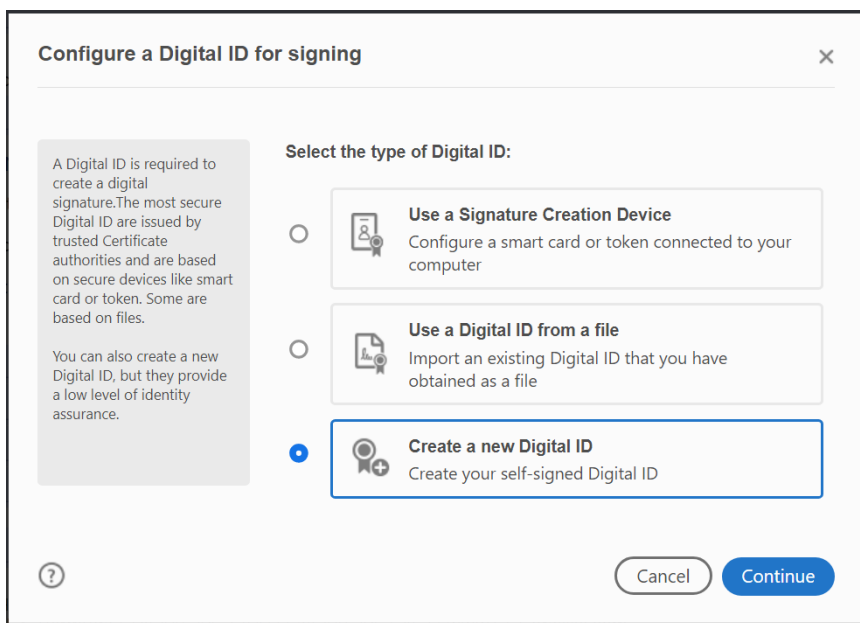
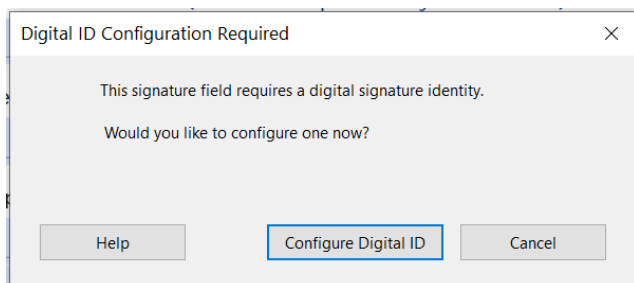


## Digital Signature Instructions for CG Forms

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 Signature ID. If you already have an electronic signature (Digital ID), click on a signature field within the form and select your signature.

If you do not have a Digital ID already set up, 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** [X]

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

[?] [Back] [Continue]

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

**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.

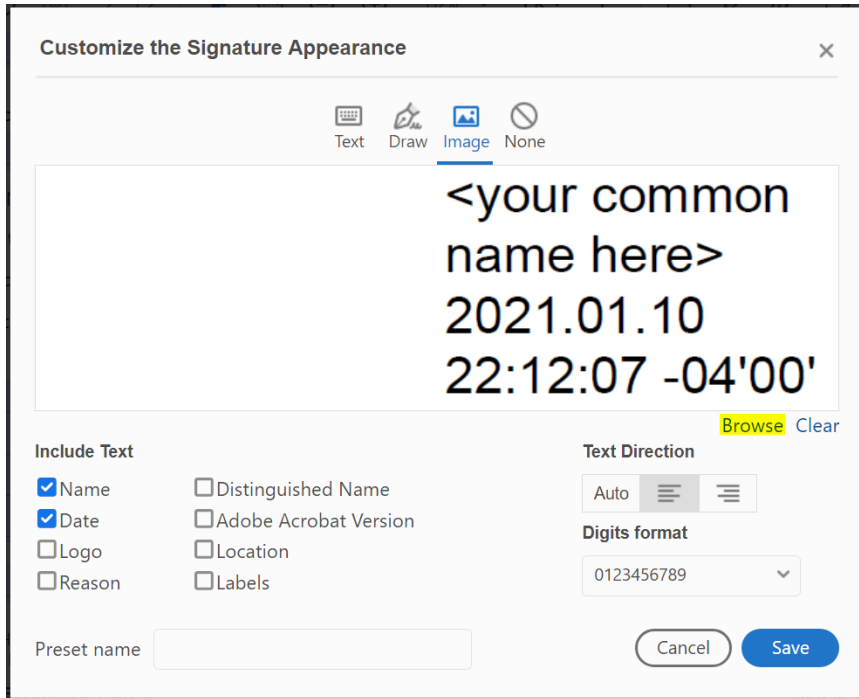
Name	John Smith
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	John.Smith@gmail.com
Country/Region	BM - BERMUDA
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

[?] [Back] [Continue]

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.