Creating your Digital Signature PIN
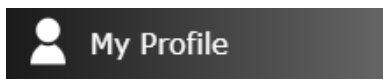
Your PIN acts like your signature.

Note: Ontario Pork is currently working with CFIA to get approval on digital signatures for Annex4 and Record of Livestock Movement forms. Until PINS are approved, you will need to continue with paper copies and written signatures.
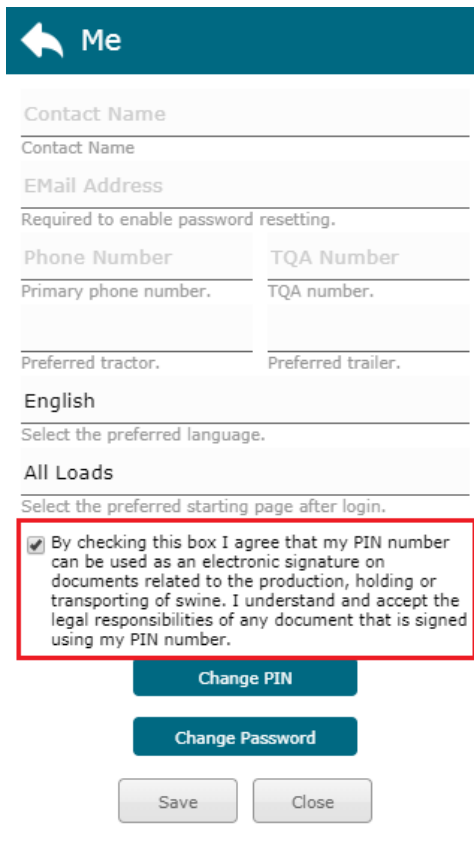
1. Open the menu screen.

2. Select 'My Profile'.

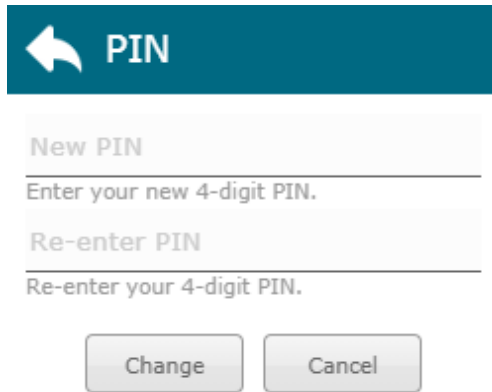3. Check the box agreeing to use a PIN number as an electronic signature.

4. Select 'Change PIN'.
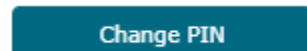
5. Enter your 4-digit numeric PIN.

6. Press 'Change'.

How to Sign Digital Documents

There are 3 places you can go to sign digital documents: E-doc button at the top of the loads screen, the E-sign button on the pick-up screen, and the eDocuments option in the menu.

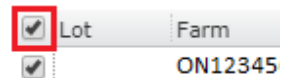**Signing from the eDocs button**

1. Select the 'eDocs' button.

2. The 'eDocs' screen will appear, allowing you to check the movement you would like to sign for. Select loads by ticking the checkbox besige it or by double clicking anywhere on the load line.
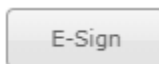

Note: To sign for all loads created that week, check the box next to 'Lot' and all of the loads below will be selected.

3. Press 'E-Sign'.
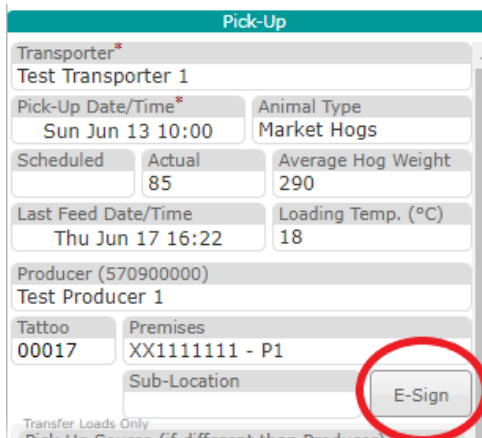
4. Fill in the information.

5. Press 'Sign'.
6. After you sign, you'll see your red "unsigned" status turn to a green "signed" label and a document number will be generated.

	Producer	Assembler	Transporter	Receiver	Need	Status	Document No.
)	Unsigned	Not Required	Signed	Unsigned	2	Signed	O-40339
)	Unsigned	Not Required	Signed	Unsigned·	2	Signed	O-40340

E-Signing from the pick-up screen

1. From within a load pick-up, click the 'E-sign' button.

2. A signing window will popup and from here, any of the parties (producer, transporter, receiver) can click sign and enter their PIN.
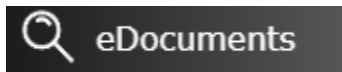

E-Signing from eDocuments in the menu

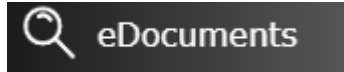1. Open the menu screen.

2. Select 'eDocuments'.

3. Select the loads you would like to sign either by ticking off the checkbox or by double clicking anywhere on the load line.
4. Press e-sign
5. Fill out your signature information & click "sign".
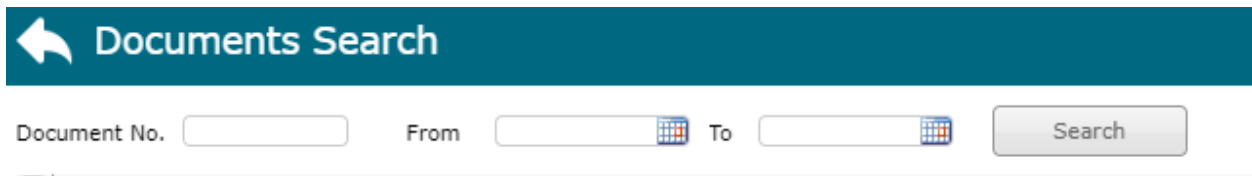
Searching for signed documents

1. Open the menu screen.

2. Select 'eDocuments'

3. Enter the document number if you know it, or enter a date range
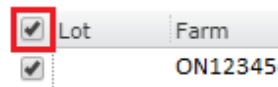

4. Click "Search"

Printing Documents

After you populate your loads for the week, you can bulk print the full week of documents (Annex 4 and Record of Livestock Movement forms) with one button.

1. Select the 'eDocs' button.

2. Check the top box to select all lots/loads.

3. Click 'Print' at the bottom of the window.
4. It will open as one pdf file that you can save or print. Depending on your browser, there will likely be a print/download option in the top corner.