

Creating your Digital Signature PIN

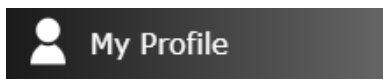
Your PIN acts like your signature.

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.

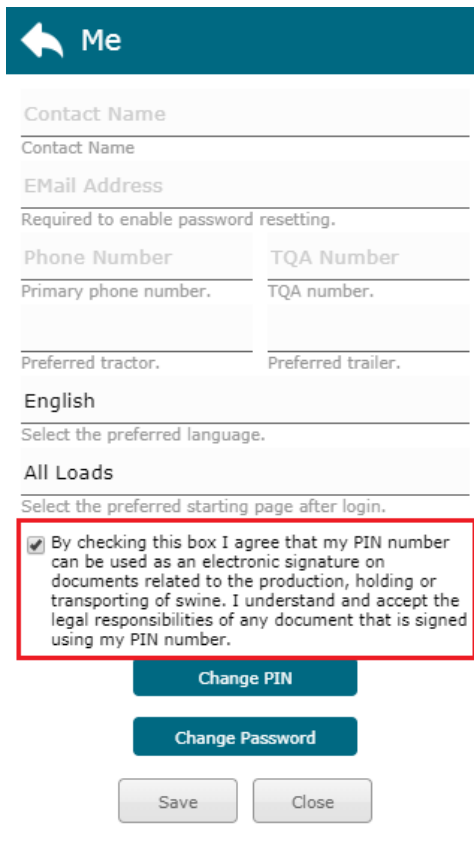
1. Open the menu screen.



2. Select 'My Profile'.



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



Me

Contact Name

Contact Name

E-Mail Address

Required to enable password resetting.

Phone Number

Primary phone number.

TQA Number

TQA number.

Preferred tractor.

Preferred trailer.

English

Select the preferred language.

All Loads

Select the preferred starting page after login.

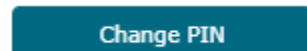
By checking this box I agree that my PIN number can be used as an electronic signature on documents related to the production, holding or transporting of swine. I understand and accept the legal responsibilities of any document that is signed using my PIN number.

Change PIN

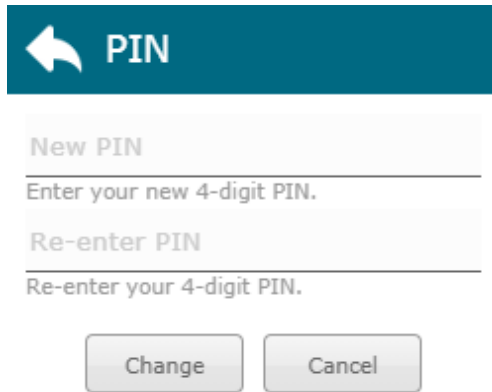
Change Password

Save Close

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.

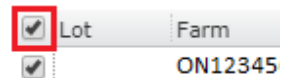


2. The 'eDocs' screen will appear, allowing you to check the movement you would like to sign for. Select loads by ticking the checkbox beside it or by double clicking anywhere on the load line.

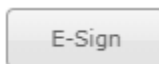


	Farm	Tattoo	Qty	Pick-Up Date/Time
<input checked="" type="checkbox"/>	123 ON76YT54R - Premises A	19191	100/185	Jun 13 2021 10:00
<input checked="" type="checkbox"/>	123 XX11111111 - P1	00017	85/0	Jun 13 2021 10:00
<input type="checkbox"/>	XX11111111 - P1	00017	0/100	Jun 13 2021 14:00
<input type="checkbox"/>	XX22222222 - AgManifest - Test P	NoID	0/120	Jun 18 2021 14:57


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.



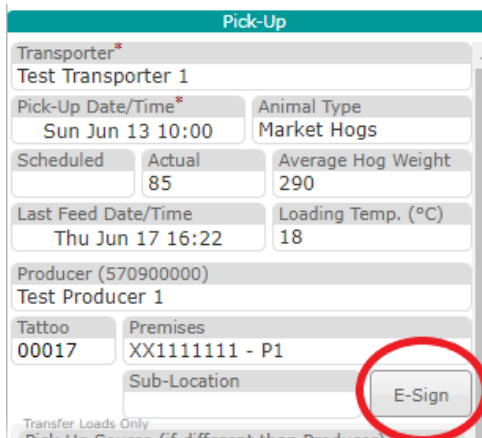
The image shows a mobile application interface for e-signing. At the top, there is a dark teal header with a white left-pointing arrow and the text "E-Signature". Below the header are three input fields: "Signator's Company", "Signator's Name", and "Signator's PIN". At the bottom of the form are two buttons: "Sign" and "Cancel".

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.



The image shows a mobile application interface for a "Pick-Up" screen. The screen contains several input fields and buttons. The "E-Sign" button is circled in red. The fields include: "Transporter*" (Test Transporter 1), "Pick-Up Date/Time*" (Sun Jun 13 10:00), "Animal Type" (Market Hogs), "Scheduled" (85), "Actual" (85), "Average Hog Weight" (290), "Last Feed Date/Time" (Thu Jun 17 16:22), "Loading Temp. (°C)" (18), "Producer (570900000)" (Test Producer 1), "Tattoo" (00017), "Premises" (XX1111111 - P1), and "Sub-Location".

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

 **Document Signing**

Document No.: **O-40340**

PRODUCER
I hereby certify that the information identifying the producer and premises as well as the description, quantity and condition of the hogs upon loading is complete and accurate.

Not Signed

TRANSPORTER
I hereby certify that the information identifying the transporter, driver and trailer, the conditions and actions taken while enroute, as well as the description, quantity and condition of the hogs upon unloading is complete and accurate.

Jun 15 2021: Betty Hauler

RECEIVER
I hereby certify that the information identifying the receiver and premises, as well as the description, quantity and condition of the hogs upon unloading is complete and accurate.

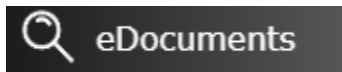
Not Signed

E-Signing from eDocuments in the menu

1. Open the menu screen.



2. Select 'eDocuments'.



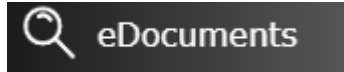
3. Select the loads you would like to sign either by ticking off the checkbox or by double clicking anywhere on the load line.
4. Press e-sign
5. Fill out your signature information & click "sign".

Searching for signed documents

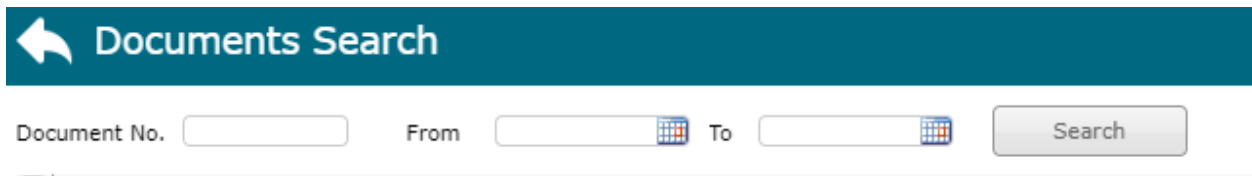
1. Open the menu screen.



2. Select 'eDocuments'



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



4. Click "Search"

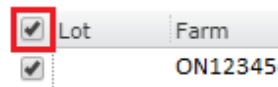
Printing Documents

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.

