

## Completing digital Crem forms April 2020

Fill in the forms by asking the family the questions over the phone and typing in the answers. Save the document with its name as above and also adding on the deceased's full name.

To obtain a digital signature on a computer from a family please ask them follow the following procedure – you could copy the relevant information below onto the email you send them:

- Click on the document where the signature is to be put. If they already have a signature configured, click to enter it, save the document on their computer as we have named it and send it back to you for checking.
- If they haven't a signature configured:
  - Select Create a New Digital ID and press continue
  - Select Save to File and press continue
  - Enter their name, email address, Country (United Kingdom is under GB for Great Britain), select the 2048-bit RSA (default security level – this is the highest) and select that it is a Digital Signature (Default). Press continue.
  - Choose a folder to save your signature in on your computer, make a password and confirm it. Press save.
  - Select your digital ID to use for signing, press continue.
  - Check your signature and press sign.
  - Save the document as we have named it.
  - Email the form to us for checking

To obtain a signature on a touch screen I-pad or tablet, please ask your family to sign with their digital pen and forward it straight back to you.

To obtain a signature on a tablet without touchscreen is also possible, it would be best to follow the instructions on the tablet/phone.

*Information shared by SAIF Member Helen Wathall of G Wathall & Sons from*