



I have changed computers (PC) or would like to be able to sign from an additional computer (PC).

Before we begin, please ensure to have the following:

- **Administrative rights on your new computer or an additional computer**
- **An image of your handwritten signature scanned or photographed in (JPEG, GIF, PNG or PDF format)**

Select your current situation from the options below:

1. **I have access to my computer where my digital signature is configured.**
2. **I no longer have access to my previous computer.**

1. I have access to my computer where my digital signature is configured.

During this process, we will move your digital signature certificate (.epf file) onto your new computer. Then, we will configure the visual aspects of your signature:

Follow these steps:

Step 1: Let's start by locating your digital signature certificate (.epf file) on your old computer.

From your computer, where your digital signature is configured:

- a. Go to your computer's search tool.
- b. Find the **.epf** by typing **.epf** in your search tool and select the corresponding **.epf** file.
- c. Upload the **.epf** file via email, Cloud, or a USB drive so you can add it on your new or additional computer later.

Step 2: Let's install the required software needed to use your signature:

On your new computer or on your additional computer:

- a. Download [CertfiO Suite*](#) and [CertfiO Manager](#).
 - i. * *CertfiO Suite includes Consigno Desktop and Entrust ESP (EESP) software.*
- b. Install **CertfiO Suite** and **CertfiO Manager**.

- i. *Installation rights are required on your workstation. If you do not have administrative rights on your computer, ask your IT department to grant them to you or install the software for you.*

Step 3: We will now get your .epf file and save it on your new or additional computer:

On your new computer or on your additional computer:

- a. Access your **.epf** file (see step 1.c.).
- b. Place the **.epf** file in the location of your choice.
- c. Open the **.epf** file; a user session will prompt you to enter your digital signature password.
- d. Enter your password and click **OK**.
- e. An **Entrust** session will then open on your computer.

Step 4: Let's configure the visual aspect of your signature:

On your new computer or on your additional computer:

- a. Make sure you have an image of your handwritten signature scanned or photographed in (JPEG, GIF, PNG or PDF format).
- b. Open the **ConsignO** application.
- c. Go to **Edit**.
- d. Select **Signature appearance wizard**.
- e. Choose the **From a scanned image or a photo of your signature** option.
- f. Select your scanned or photographed handwritten signature image file.
- g. Adjust image style and information in 3 steps.
 - i. *If you have specific requirements, go on [Signature appearance creation wizard](#).*
- h. Click on **Save**.
 - i. *Please ensure that you name your image.*
- l. Click **OK** to close the window.

Your digital signature is now configured on your new computer or your additional computer.

2. I no longer have access to my previous computer.

During this process, we will recover your digital signature certificate (.epf file). Then, we will configure the visual aspects of your signature.

Follow these steps:

Step 1: Let's install the required software needed to use your signature.

- a. Download [CertifiO Suite * and CertifiO Manager](#).
 - i. ** CertifiO Suite includes ConsignO Desktop and Entrust ESP (EESP) software.*

b. Install **CertifO Suite** and **CertifO Manager**.

- i. Installation rights are required on the workstation. If you do not have administrative rights on your computer, ask your IT department to grant them to you or install the software for you.*

Step 2: We will now recuperate your digital signature certificate (.epf file).

Recuperate your digital signature certificate:

- a. Go to notarius.com/recover.
- b. Enter your **business email address associated with your digital signature**; you will receive an email at your **alternate email address** AND at your **business email address associated with your digital signature**.
 - i. If you do not have access to either of these options, [contact our Customer Service team](#).*
- c. In your mailbox, you will receive an email * from support@notarius.com. Open it.
 - i. Check your unwanted emails (SPAM).*
 - ii. Make sure to add support@notarius.com in your contacts to avoid our emails going to spam.*
- d. Click on **Recover your digital signature**.
- e. On your browser, answer your 3 security questions and click **Next**.
- f. You will receive an email indicating **your reference number**.
- g. Complete the form.
 - i. If you began the recovery process before, verify your previous emails. You should have received a **reference number**.*
- h. Click **Download and activate**.
- i. Open the **.epf** file you just downloaded; a user session will prompt you to enter your digital signature password.
- j. Enter your password and click **OK**.
- k. An Entrust session will then be opened on your computer.
 - i. The Entrust icon will now show as connected (logged in).*

Step3: Let's configure the visual aspect of your signature.

Configure your signature aspects:

- a. Make sure you have an image of your handwritten signature scanned or photographed in (JPEG, GIF, PNG or PDF format).
- b. Open the **ConsignO Desktop** application.
- c. Go to **Edit**.
- d. Select **Signature appearance wizard**.
- e. Select the option **Using a scanned image or a photo of your signature**.
- f. Select your saved scanned or photographed handwritten signature image file from your computer.
- g. Adjust image style and information in 3 steps.
 - i. If you have specific requirements, go on [Signature appearance creation wizard](#).*
- h. Click on **Save**.
 - i. Please ensure that you name your image.*

- i. Click **OK** to close the window.

Your digital signature is now set up on your new computer or your additional computer.



We help you sign!

You have more questions?
Visit our support center to
find an answer quickly.
support.notarius.com