

DISCOVER THE EASE OF ONLINE NOTARIZATION

REMOTE NOTARIZATION MADE SIMPLE

This guide provides a comprehensive overview of the remote online notarization process, walking you through every crucial step to ensure a seamless experience from start to finish.





STEP 1: BOOK YOUR APPOINTMENT

Using our online booking page, you can easily schedule a time that works for you. It's a simple and straightforward process. After booking, you'll receive a confirmation email containing important instructions and a secure meeting link. This ensures you are fully prepared for your remote online notarization session, making the experience smooth and efficient.



STEP 2: IDENTITY VERIFICATION

At the start of your session, the platform will verify your identity to ensure security and compliance. You'll be prompted to upload a photo of your government-issued ID. Additionally, some states may require you to answer a few quick knowledge-based questions related to your personal information, similar to credit report verification, ensuring a robust verification process.

A woman with curly hair, wearing a yellow t-shirt, is sitting at a wooden table in a cafe. She is smiling and gesturing with her hands while looking at a laptop screen. On the table, there is a cup of coffee on a saucer and a smartphone. The background shows a blurred cafe interior with bookshelves and other patrons. The image is partially covered by a large white circular graphic on the right side, which contains the text for Step 3.

STEP 3: JOIN THE VIDEO CALL

Click the meeting link from your email to join your notary for a secure, encrypted video session. It's important to ensure you're in a quiet, well-lit space to facilitate clear communication. This virtual face-to-face interaction allows you to discuss your documents and any questions you might have, ensuring a smooth notarization process.



STEP 4: REVIEW AND SIGN YOUR DOCUMENT

In this step, you'll upload or confirm the document you wish to notarize. During the session, you'll e-sign the document while your notary observes to ensure compliance. After your signature is recorded, the notary will apply their electronic seal and digital signature, finalizing the notarization process to ensure your document is legally binding and ready for use.



STEP 5: RECEIVE YOUR COMPLETED DOCUMENT

Once your notarization session is complete, you will immediately receive a secure, digitally signed PDF copy of your notarized document by email. This copy is legally valid and can be downloaded, printed for your records, or shared electronically with any party that requires it. Having instant access means there's no waiting, mailing, or travel involved—your notarized document is ready to use right away.

SIMPLIFYING LIFE, ONE SIGNATURE AT A TIME.

✓ **TOTAL TIME: MOST SESSIONS TAKE 10–15 MINUTES.**

✓ **SECURITY: EVERY SESSION IS ENCRYPTED, RECORDED, AND COMPLIANT WITH STATE LAW.**

✓ **CONVENIENCE: NO TRAVEL REQUIRED – EVERYTHING IS DONE ONLINE.**

⚡ Quick Tip

Have your ID ready, and don't sign your document until you're live with your notary.

