# Adding a Notary

**Notary Maintenance**

Log into your Pavaso account and select **My Company**. These steps are for billing purposes, users still have to register as an eNotary. <https://help.pavaso.com/wp-content/uploads/Registering_as_a_Pavaso_eNotary.pdf>

***Note****: Notary Maintenance is only available to Company and Primary Administrators.*



Select **Edit** for your company.



Select **Notary Maintenance** from the menu on the left side of the screen.



Select the **Add User** button.



Fill out the Notary’s information and select **Add**.



Select OK on the pop up.



**Auto-Renew Option**

If you want the Notary billing to Auto-Renew, select the check box under the Auto-Renew section.



**Removing a Notary**

To remove a Notary, select **Remove Association**. Removing a Notary will remove them from your company and billing only and not affect their Notary account.



**Notary Notification**

If the Notary is a new user, they will be sent an email to set up their account. Existing Notaries will not get Notified.



# Pavaso Support

**Support Hours:** <https://pavaso.com/contact/>

**Phone/ Closing Hotline:** (866) 288-7051

**Email:** support@pavaso.com

[View Our 24/7 Online Help Library](https://www.pavaso.com/training/support-center)