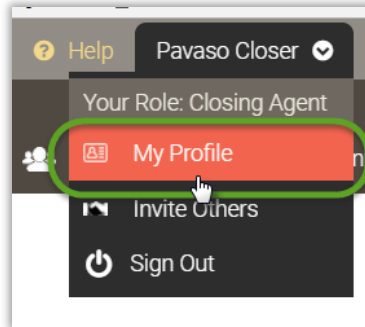## Accessing My Profile

While signed into your Pavaso account, hover over your name at the top right corner and click on **My Profile**.

General Information

The My Profile screen will open to the first link listed as **General Information**. Add or edit Profile, Contact, and Mailing Address information.

Notification Settings

In the **Notification Settings** link, you will be able to set or change Email Delivery Format Options.

Change Password

In the Change Password link, you will be able to change your Pavaso account password.
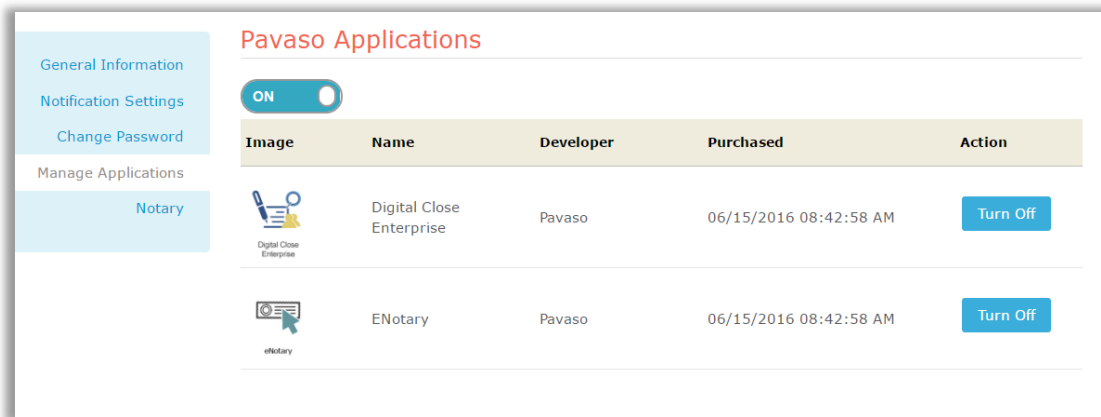
Manage Applications

The **Manage Applications** link allows you to manage all Pavaso applications whether installed or uninstalled on your Home Dashboard.
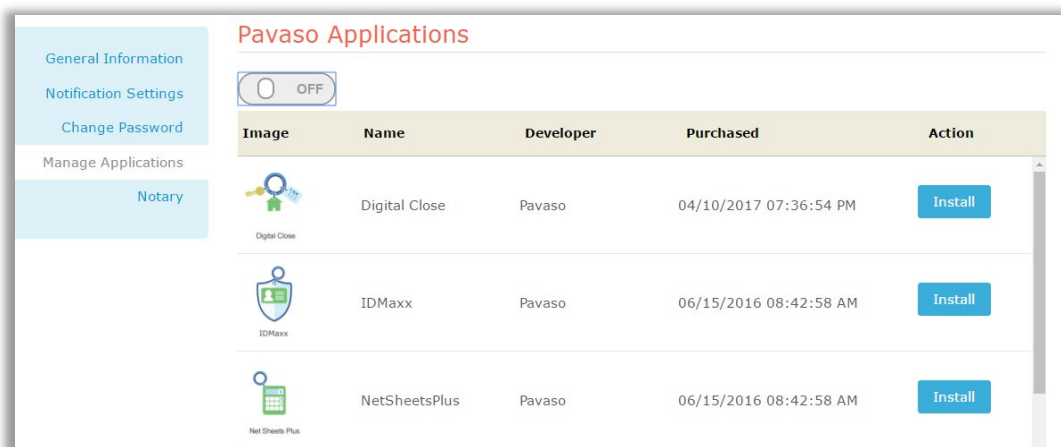
The link opens to a list of Pavaso applications currently installed on your Dashboard. To uninstall, click on the **Turn Off** button.

To see a list of uninstalled Pavaso Applications, click on the toggle switch so that it shows **OFF**. Use the **Install** button to install any of them.

Notary

The **Notary** link allows you to register as an eNotary with Pavaso so that you can digitally notarize within our platform. There is a $99.00 set up fee and $50.00 annual renewal fee for this service.

Note: The **Notary Admin** tab will only be visible to account administrators.

Pavaso Support

Business Hours: Monday – Friday 7:00 am – 8:00 pm CST
Email: support@pavaso.com
Phone/ Closing Hotline: (866) 288-7051, Option 3
24/7 Online Help Library: Log into your Pavaso account and click on "Help" next to your name.