



# Registering as a Pavaso eNotary

## Step by Step Guide

Revised: 05/03/2017

Pavaso, Inc.

**Note:** *This guide is intended for Closing Agents who are directly employed by a title company. It is not for independent notaries. Certified mobile closers should request billing to Mobile eNotaries. See [Registering as a Pavaso Mobile eNotary](#).*

## Step 1 – Accessing the Notary Screen

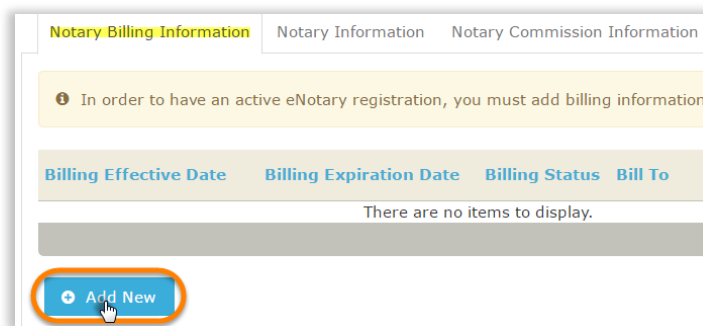
1. Within your Pavaso account, click on the eNotary application icon on your Home Dashboard.



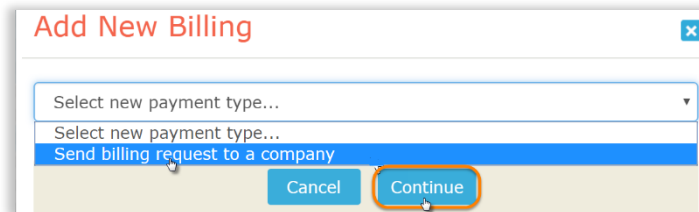
**Note:** If you do not see this icon, hover over your name at the top right-hand corner and click on **My Profile** and then on **Notary** link from the menu list on the left-hand side.

## Step 2 – Notary Billing Information

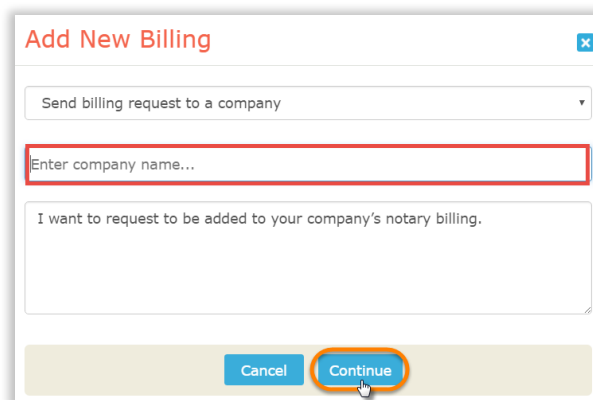
1. Under the **Notary Billing Information** tab, click on the **Add New** button.



2. From the pop-up menu, use the drop down to select **Send billing request to a company** and click **Continue**.



3. In the next field, type in the title company that you are directly employed by and click **Continue**.



**Note:** Billing will need to be established to continue with the registration process.

## Step 3 – Billing Request Pending

Once you have requested billing from your company, the administrator must sign into their account and approve the request before you can continue to Step 4. He or she will be notified that there is an eNotary billing request. However, please contact him or her for faster processing.

Once your e-Notary billing request has been approved, you will also be notified by email.

## Step 4 – Notary Information

1. Click on the **Notary Information** tab and complete the required fields. When finished, click **Next**.

## Step 5 – Commission Information

1. Under the “Notary Commission Information” tab, click on the “Add New Commission” button.

2. Enter your commission information exactly as it appears on your stamp and click **Next**.

- 3. Review your entry and click **Next** again to continue.

Review the information you provided. If you need to make changes, click on the 'Back' button. If the information is correct and you wish to proceed, click on 'Next'.

Commission number	123456
Appointment date	01/01/2016
Expiration date	12/31/2016
State	TX
County	Dallas

← Back **Next** →

## Step 6 – Printing and Importing Your Notary Form

- 1. Click on the **Print Notary Form** link to open a PDF file of the Notary Affidavit of Identification form. If your information is correct, print the form out.

**Add New Commission**

Notary Form Print and Import

Please perform the following steps:

1. **Print out the form** and verify that the information on the form is correct.  
[Print Notary Form](#)
2. Add on the printout the additional information needed.
3. Scan the form into your computer and save it as a PDF file.

- 2. Once printed, sign, stamp, and include a copy of your driver's license. The form will also need to be notarized by someone other than the applicant. Once completed, scan the document back into your computer and save it as a PDF file.

**NOTARY AFFIDAVIT OF IDENTIFICATION**

Please complete using the following instructions: 1. Place your current valid driver's license in the area provided below and affix to form with tape and make copy. 2. Emboss form with your current Notary Seal in the area provided below. Please sign and date in the presence of a notary. 3. Make a copy of both sides of your current Notary Commission. (Both sides if there is information on the back) 4. If you currently hold commissions for more than one state, complete steps 1-3 for each state. Note: You may NOT notarize your own signature.

<b>Applicant's Information: Please Print</b> Name exactly as Commissioned: <u>Brooke Lyn</u> Address as Commissioned: <u>2901 N. Dallas Pkwy Ste 300</u> City: <u>Dalano</u> State: <u>TX</u> Zip: <u>75093</u> Company Name: _____ Title: _____ Company Mailing Address: <u>101 Guide St</u> City, Tx, Line 1: <u>Town</u> State: <u>TX</u> Zip: <u>75093</u> Best Contact Number: ( <u>123</u> ) <u>456-7890</u> DL State: <u>TX</u> DL #: <u>123456</u> Date of Birth: (mm-dd-yyyy) <u>01/01/1980</u> Email address: <u>brookelyn@mailinator.com</u>	<b>Notary Commission Information:</b> Commission Number: <u>123456</u> Appointment Date: <u>01/01/2016</u> Expiration Date: <u>01/01/2017</u> County or Parish: <u>Dallas</u> State or Province: <u>TX</u>
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*Brooke Lyn*  
Signature of Applicant

State or Province of: Texas  
County or Parish of: Dallas

John Smith personally appeared before me, and being first duly sworn, attest that he / she signed this affidavit in the capacity designated, if any, and further states that he / she has read this affidavit therein are true.

Sworn to and subscribed before me this 5 day of May, 2016 by above applicant, Brooke Lyn

*John Smith*  
Signature of Attesting Notary

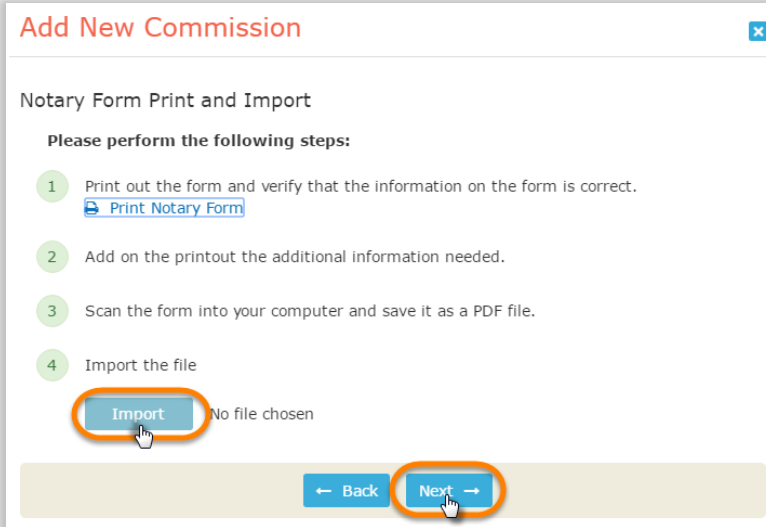
Notary ID # 1234567890  
Day time phone # of Attesting notary johnsmith@email.com  
Email Address of Attesting Notary \_\_\_\_\_

**Notary Seal**

**Texas DRIVER LICENSE**

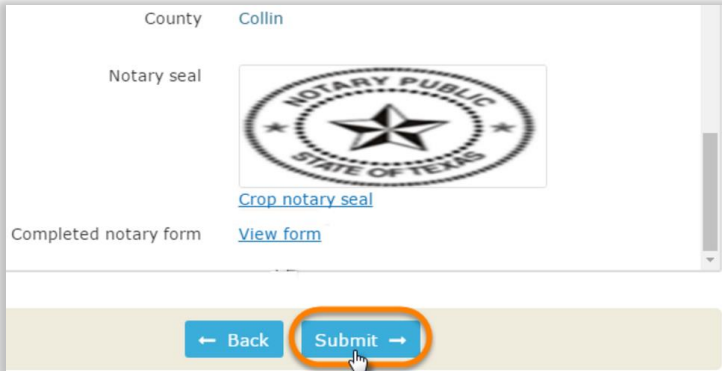
*John Smith*  
Notary Seal

3. Click on the **Import** button to upload your completed form and then on **Next** to continue.



**Note:** If your account times out, log back in and repeat step 4 to come back to this pop-up.

4. Scroll down to verify your information is correct, including your seal. If you need to edit your seal, click on the **Crop notary seal** link. If not, click **Submit**.



## Step 7 – Approval Process

Once the steps above have been completed, your submission will be reviewed by a Pavaso support agent. If your request is urgent, or if you have an inquiry regarding your submission, please email [support@pavaso.com](mailto:support@pavaso.com). You will receive an email once your registration has been approved.