



Renewing Your eNotary Registration

Closing Agent/Notary Guide

Revised: 9/19/2022

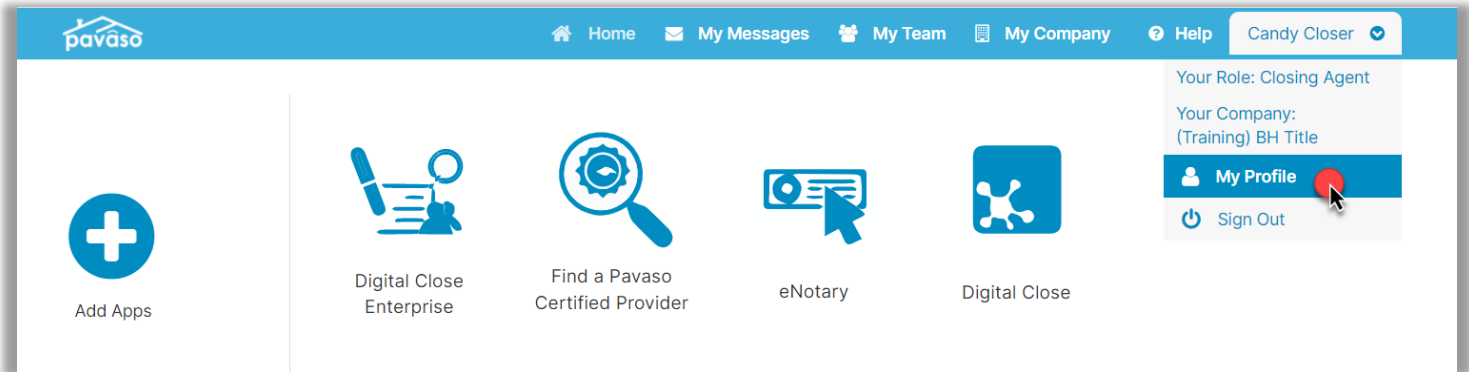
Pavaso, Inc.

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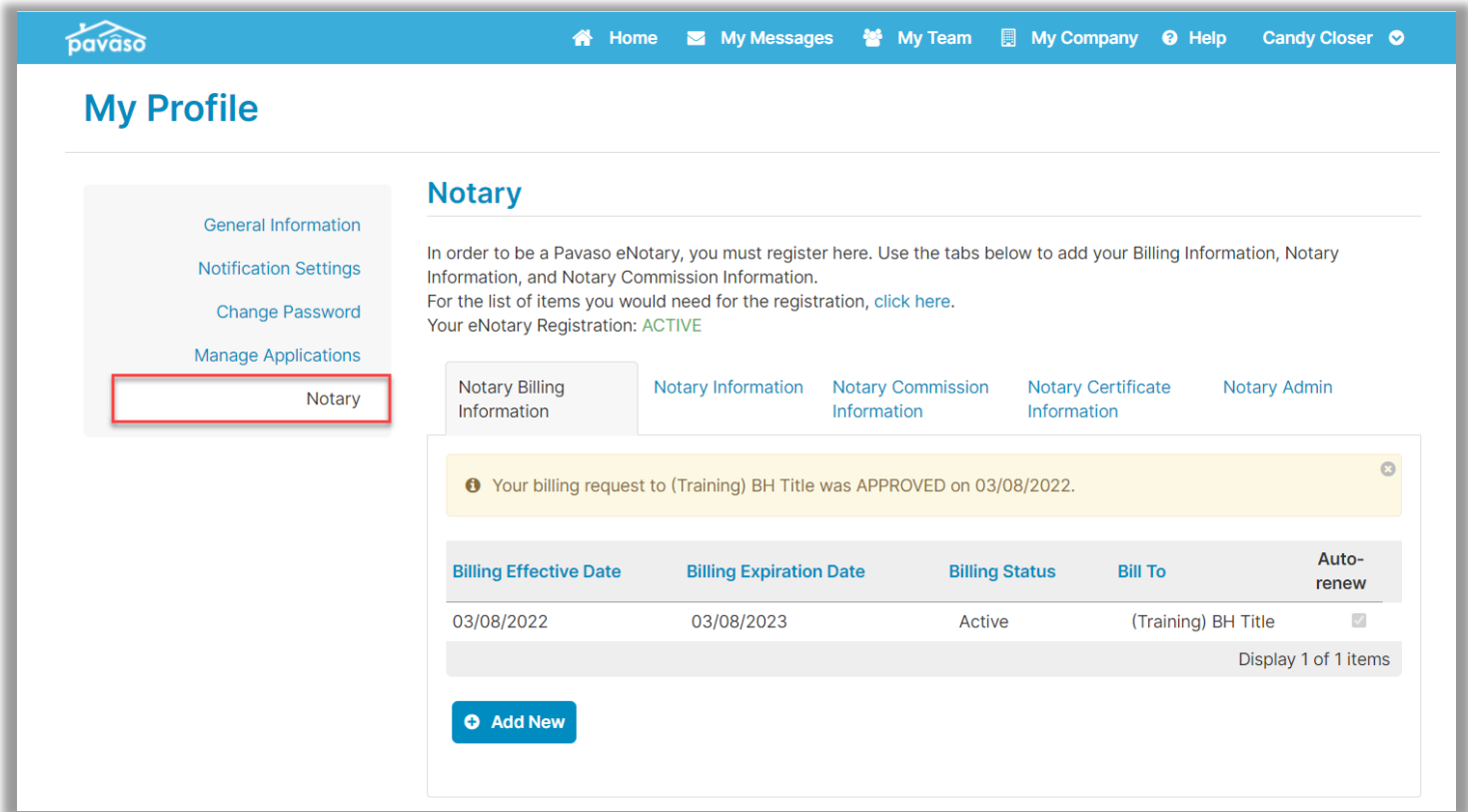
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Accessing Your Notary Information

Once logged in to your Pavaso profile, hover over your name in the top right corner and select **My Profile**.



Select the **Notary** tab.



Confirm your Billing Status. If your status is Active, proceed to [Renewing Your Billing Request](#). If your status is Expired, proceed to [Renewing Your Commission](#).

The screenshot shows the 'My Profile' page for a user named 'Candy Closer'. The 'Notary' section is active, displaying a notification that a billing request for a (Training) BH Title was approved on 03/08/2022. Below this is a table with columns for Billing Effective Date, Billing Expiration Date, Billing Status, Bill To, and Auto-renew. The 'Billing Status' for the entry is 'Expired', which is highlighted with a red box. An 'Add New' button is visible at the bottom of the table.

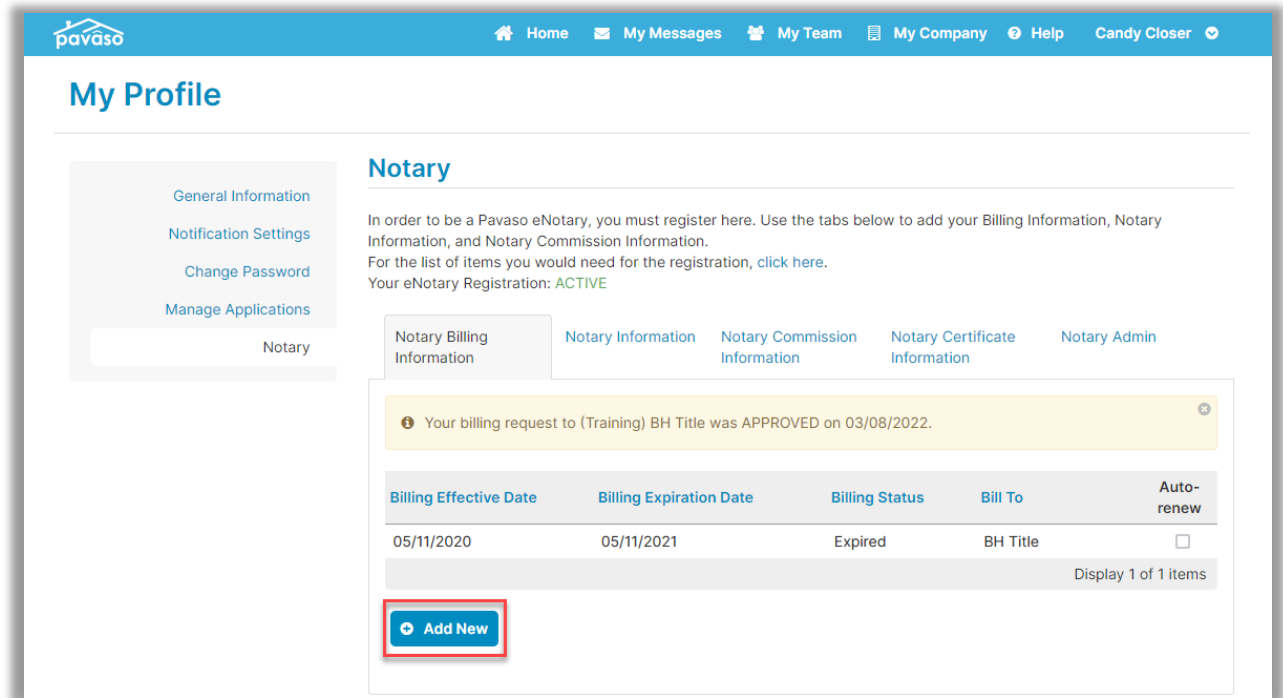
Billing Effective Date	Billing Expiration Date	Billing Status	Bill To	Auto-renew
05/11/2020	05/11/2021	Expired	BH Title	<input type="checkbox"/>

This screenshot is identical to the one above, but the 'Billing Status' in the table is 'Active', also highlighted with a red box. The 'Auto-renew' checkbox is now checked. The notification above the table remains the same.

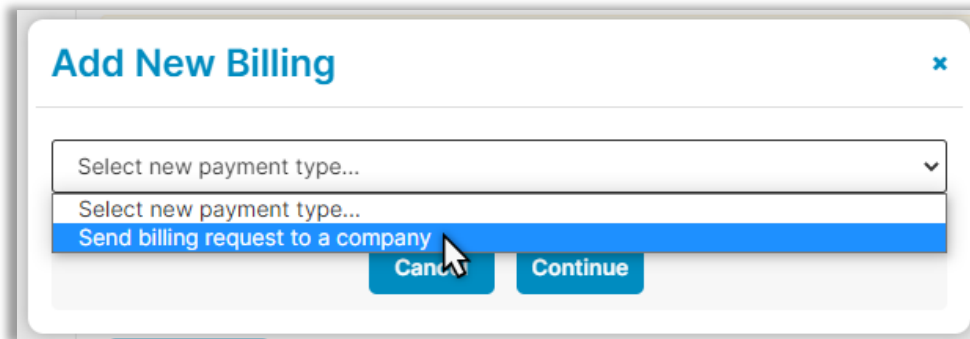
Billing Effective Date	Billing Expiration Date	Billing Status	Bill To	Auto-renew
03/08/2022	03/08/2023	Active	(Training) BH Title	<input checked="" type="checkbox"/>

Renewing Your Billing Request

Select **Add New** to initiate a billing request.



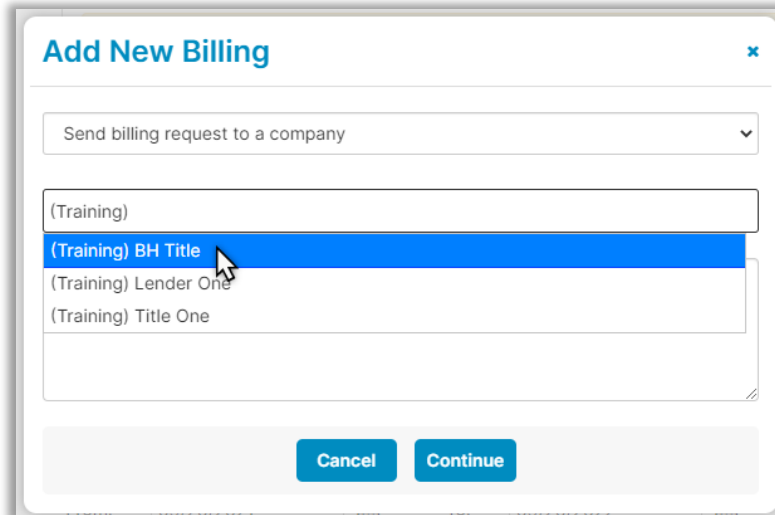
Choose the **Select new payment type...** dropdown and choose **Send billing request to a company**.



Enter the name of the company you wish to send the billing request to.

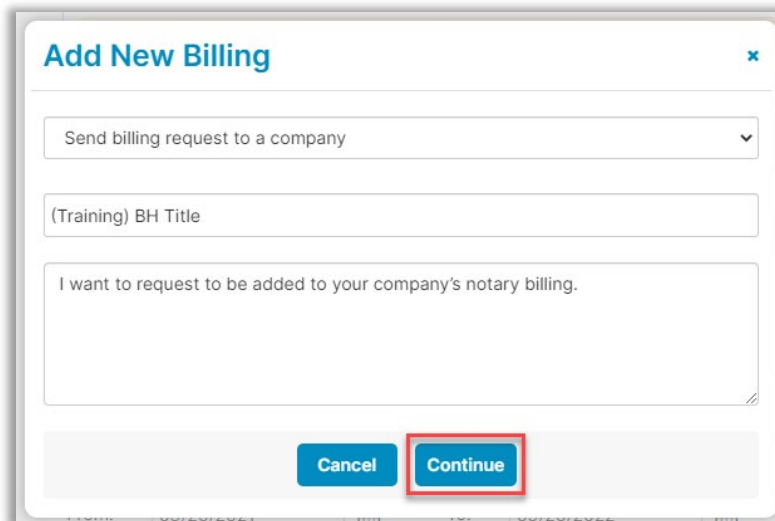
For Closing Agents: Enter the name of the title company you are associated with on Pavaso.

For independent Notaries: Enter the company name **Mobile eNotaries**.



The screenshot shows a modal window titled "Add New Billing" with a close button (x) in the top right corner. Below the title is a dropdown menu with the text "Send billing request to a company". The dropdown is open, showing a list of options: "(Training)", "(Training) BH Title", "(Training) Lender One", and "(Training) Title One". The option "(Training) BH Title" is highlighted in blue, and a mouse cursor is pointing at it. At the bottom of the modal, there are two buttons: "Cancel" and "Continue".

Choose **Continue**.




The screenshot shows the same "Add New Billing" modal window. The dropdown menu is now closed, and the text "(Training) BH Title" is entered into the input field. Below the input field, there is a text area containing the text "I want to request to be added to your company's notary billing.". At the bottom of the modal, the "Continue" button is highlighted with a red box.

The selected company will approve the submitted request. You will receive an email once the billing request has been approved.

Renewing Your Commission

Navigate to the **Notary Commission Information** tab. Choose the state with the expired commission from the dropdown. You may only have one option.

The screenshot shows the 'My Profile' page on the Pavaso platform. The 'Notary' section is active, with the 'Notary Commission Information' tab selected. The status of the commission is 'EXPIRED'. The state is set to 'TX' (Texas). The commission details are as follows:

Name exactly as commissioned	Candy Closer
Commission number	XYZ83748
Appointment date	01/20/2020
Expiration date	01/20/2030
State	TX
County	Austin
Notary seal	

At the bottom of the page, there are links for [View form](#), [Re-Import](#), [Additional Documents](#), [Download Seal](#), and [Download Form](#).

Select **Add New Commission**.

pavaso Home My Messages My Team My Company Help Candy Closer

My Profile

- General Information
- Notification Settings
- Change Password
- Manage Applications

Notary

In order to be a Pavaso eNotary, you must register here. Use the tabs below to add your Billing Information, Notary Information, and Notary Commission Information.
For the list of items you would need for the registration, [click here](#).
Your eNotary Registration: **ACTIVE**

Notary Billing Information Notary Information **Notary Commission Information** Notary Certificate Information Notary Admin

Add New Commission Download Signature Upload Signature TX

Status: **EXPIRED**

Name exactly as commissioned: Candy Closer


Commission number: XYZ83748

Appointment date: 01/20/2020

Expiration date: 01/20/2030

State: TX

County: Austin

Notary seal: 

[View form](#) [Re-Import](#) [Additional Documents](#) [Download Seal](#) [Download Form](#)

- A. Enter your name exactly as commissioned.
- B. Enter your commission number.
- C. Select your commission appointment date.
- D. If your commission does not have an expiration date, select this option.
- E. If your commission does have an expiration date, enter the commission expiration date.
- F. Select the state of your commission.
- G. Select the issuing county of your commission.
- H. Select **Next**.

The screenshot shows a web form titled "Add New Commission" with a close button (X) in the top right corner. The form contains the following fields and options, each annotated with a red circle letter:

- A**: * Name exactly as commissioned. Text input field containing "Candy Closer".
- B**: * Commission number. Text input field containing "XYZ8347".
- C**: * Appointment date. Date picker field showing "09/01/2022" with a calendar icon.
- D**: My commission does not expire. A checkbox that is currently unchecked.
- E**: * Expiration date. Date picker field showing "09/01/2025" with a calendar icon.
- F**: * State. Dropdown menu showing "TX".
- G**: * County. Dropdown menu showing "Austin".

At the bottom of the form, there are three buttons: "Cancel", "Next →", and a red circle containing the letter "H".

Confirm all information entered is correct. This information will appear on your digital seal. Select **Next**.

Add New Commission

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'.

Name exactly as commissioned	Candy Closer
Commission number	XYZ8347
Appointment date	09/01/2022
Expiration date	09/01/2025
State	FL
County	Bay

← Back **Next** →

Select **Print Notary Form**. This generates a document that will be required to be notarized by another party.

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.
- 4 Import the file
Import No file chosen
- 5 Import Additional Documents
Import

← Back **Next** →

NOTARY AFFIDAVIT OF IDENTIFICATION

Complete this form using the following instructions: Note: You may NOT notarize your own signature.

1. Place your current valid driver's license in the area provided.
2. Stamp the form with your current Notary Seal in the area provided. Sign and date it in the presence of a notary.
3. Make a copy of your current Notary Commission (both sides if there is information on the back) and include it with this form.
4. If you currently hold commissions for more than one state, you must complete this process separately for each state.

Applicant's Information (Please Print)

Name Exactly as Commissioned: Candy Closer
Address Exactly as Commissioned: 123 Right Road
City: Dallas State: TX Zip: 12345
Company Name: BH Title
Title
Company Mailing Address: 123 Right Road
City: Dallas State: TX Zip: 12345
Contact Number: (555) 555-5555
Date of Birth (MM/DD/YYYY): / /
Email Address: candycloser@mailinator.com

Notary Commission Information

Commission #: XYZ8347
Appointment Date: 09 / 01 / 2022
Expiration Date: 09 / 01 / 2025
County / Parish: Bay
State: FL

Signature of Applicant _____ Notary Seal of Applicant _____

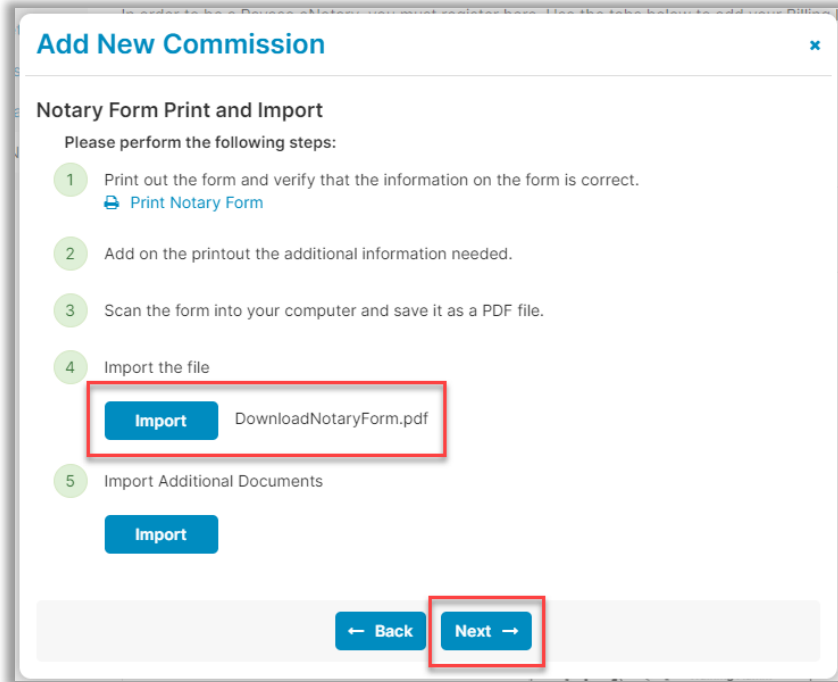
personally appeared before me, and being first duly sworn, I attest that he/she signed this affidavit in the capacity designated, if any, and further I state that he/she has read this affidavit.

Sworn to and subscribed before me this _____ day of _____ by above applicant _____

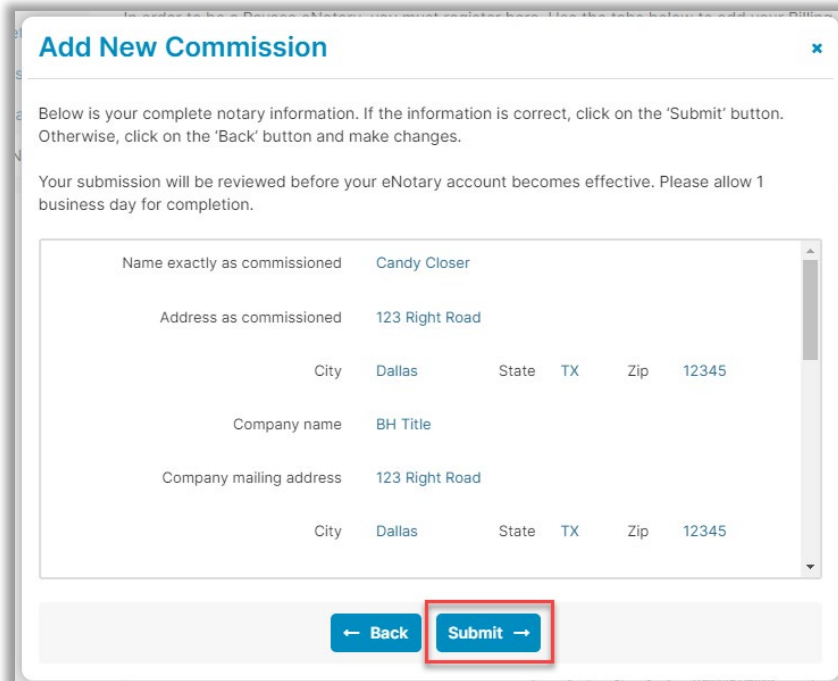
Commission Expiration Date: ____/____/____
State: _____

Once the Notary form is complete, scan it back to your computer. Select **Import** and choose the file. Once imported, select **Next**.

Note: If the current session being logged in expires, you will need to begin this process again. If possible, have this form completed and uploaded within your same session.



Confirm all information is correct and select **Submit**.



Once your information is submitted, it is reviewed by our Support team. Your status under the Notary Commission Information tab will showing as **Pending**.

The screenshot shows the Pavaso user interface for Notary Commission Information. The page title is "Notary". Below the title, there is a navigation menu with tabs for "Notary Billing Information", "Notary Information", "Notary Commission Information" (which is selected), "Notary Certificate Information", and "Notary Admin".

Under the "Notary Commission Information" tab, there are three buttons: "Add New Commission", "Download Signature", and "Upload Signature". To the right of these buttons is a dropdown menu showing "TX".

A red box highlights the status message: "Status: PENDING (You submitted this commission information on 09/20/2022 and is currently being reviewed)."

Below the status message, the following information is displayed:

- Name exactly as commissioned: Candy Closer
- Commission number: XYZ8347
- Appointment date: 09/01/2022
- Expiration date: 09/01/2025
- State: TX
- County: Austin
- Notary seal: A circular seal for "NOTARY PUBLIC STATE OF TEXAS" with the text "Training Admin My Commission Expires 1/20/2025".

At the bottom of the page, there are several links: "View form", "Re-Import", "Additional Documents", "Download Seal", and "Download Form".

Once our Support team has approved your information, you will receive email confirmation. Your status will also show as **Active**. You can now electronically notarize on Pavaso.



The screenshot shows the Pavaso Notary dashboard. At the top, there is a navigation bar with the Pavaso logo and links for Home, My Messages, My Team, My Company, Help, and Candy Closer. A sidebar on the left contains links for General Information, Notification Settings, Change Password, Manage Applications, and Notary. The main content area is titled "Notary" and includes instructions on how to register as a Pavaso eNotary. Below the instructions are tabs for Notary Billing Information, Notary Information, Notary Commission Information (which is selected), Notary Certificate Information, and Notary Admin. There are three buttons: "Add New Commission", "Download Signature", and "Upload Signature", along with a dropdown menu set to "TX". The "Status: ACTIVE" is highlighted with a red box. The commission details are as follows:

Name exactly as commissioned	Candy Closer
Commission number	XYZ83748
Appointment date	01/20/2020
Expiration date	01/20/2030
State	TX
County	Austin
Notary seal	

At the bottom of the commission details, there are links for "View form", "Re-Import", "Additional Documents", "Download Seal", and "Download Form".

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](#)