



Upload a New Seal

Open the Notary section of your profile. Hover over your name and select **My Profile**. Select the **Notary** tab, and **Notary Commission Information**.

The screenshot shows the Pavaso dashboard with a blue header containing the logo and navigation links: Home, My Messages, My Team, My Company, Support Center, and Candy Closer. Below the header are four main action cards: 'Add Apps' (with a plus icon), 'Digital Close Enterprise' (with a document icon), 'Find a Pavaso Certified Provider' (with a magnifying glass icon), and 'eNotary' (with a document and cursor icon). A user profile dropdown menu is open, showing 'Your Role: Closing Agent', 'Your Company: Magic Title (TEST)', 'My Profile' (highlighted with a red box), and 'Sign Out'.

The screenshot shows the 'My Profile' page with a blue header. The main heading is 'My Profile'. On the left is a sidebar menu with 'General Information', 'Notification Settings', 'Change Password', 'Manage Applications', and 'Notary' (highlighted with a red box). The main content area is titled 'Notary' and contains instructions: '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'. Below this are four tabs: 'Notary Billing Information', 'Notary Information', 'Notary Commission Information' (highlighted with a red box), and 'Notary Admin'. Under the 'Notary Commission Information' tab, there are buttons for 'Add New Commission', 'Update Commission', 'Download Signature', and 'Upload Signature', along with a state dropdown menu set to 'FL'. Below the buttons, the status is 'ACTIVE'. A table displays the following information:

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



Scroll to the **Upload Personal Seal** link. If you have previously uploaded a seal, this link will say **Edit Personal Seal**.

County Bay

Notary seal



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

Upload the desired digital seal and select **Save**. This seal will now be used when electronically notarizing on Pavaso.

Upload Personal Seal

Uploading your personal Notary seal will override the current seal configuration and place yours on the document instead of the current Pavaso generated seal.

Choose File TX_Notary_Seal.png

Drag and drop file here.

Save **Cancel**

Choosing Between Custom and System Seal

If needed, you can switch back to the system-generated seal. Select which seal is preferred from the drop-down.

When a signing session begins, you will also be prompted to select which seal you would like to use for that session.



Pavaso Support

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

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