



Uploading a Notary Certificate

Notary Guide

Revised: 7/8/2022

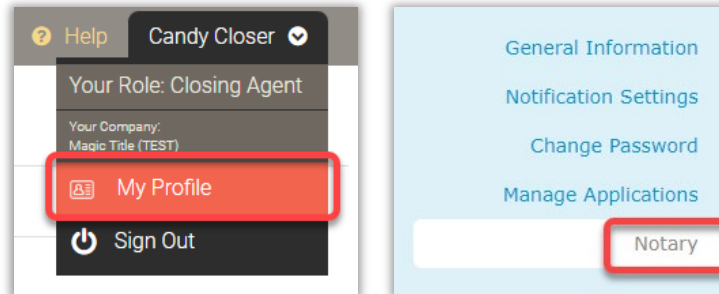
Pavaso, Inc.

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Access the eNotary Section of My Profile

Hover over your name in the top right corner and select **My Profile**. Then, select the **Notary** section from the left menu.



Confirm eNotary Status

Before uploading a new certificate, confirm your eNotary information is in an Active status. From the Notary homepage, you'll see **Your eNotary Registration**. This should have an **ACTIVE** status. If it does not, please see our [Support Center](#) articles on completing your eNotary registration.

The screenshot shows the 'My Profile' page with the 'Notary' section selected. The 'Notary' section contains a message: '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.' Below this, it states 'Your eNotary Registration: ACTIVE' (highlighted). There are four tabs: 'Notary Billing Information', 'Notary Information', 'Notary Commission Information', and 'Notary Certificate Information'. A notification bar shows: 'Your billing request to (Training) BH Title was APPROVED on 03/08/2022.' Below is a table with columns: 'Billing Effective Date', 'Billing Expiration Date', 'Billing Status', 'Bill To', and 'Auto-renew'.

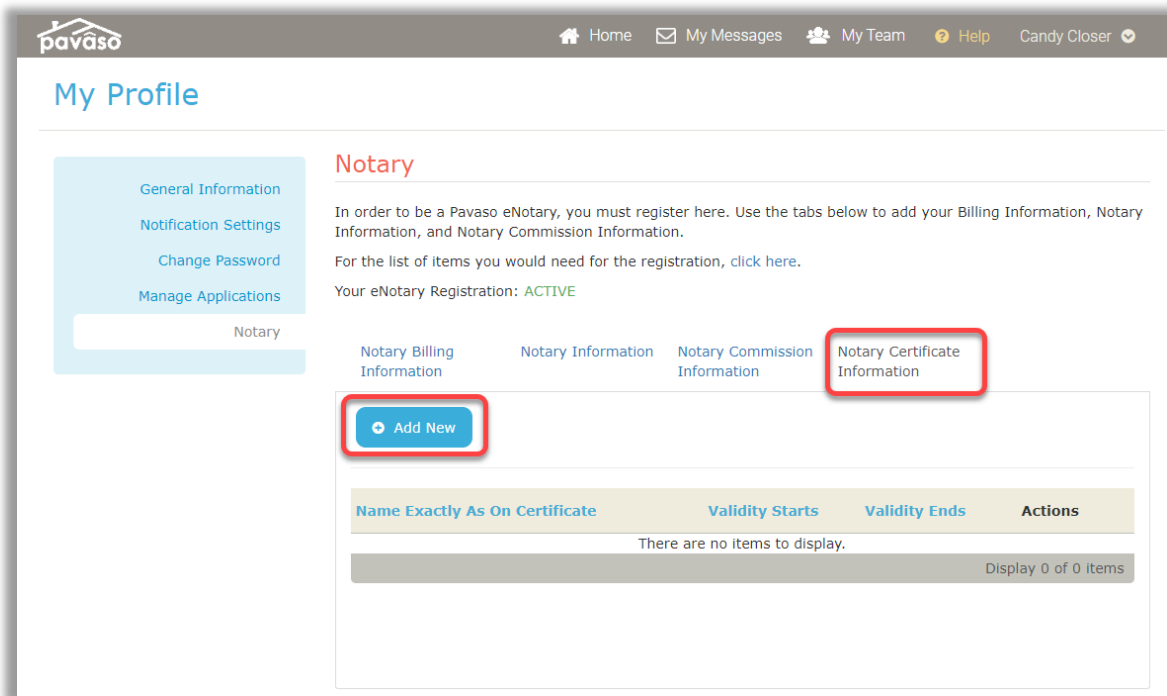
Billing Effective Date	Billing Expiration Date	Billing Status	Bill To	Auto-renew
03/08/2022	03/08/2023	Active	(Training) BH Title	<input checked="" type="checkbox"/>

Display 1 of 1 items

[Add New](#)

Uploading Your Notary Certificate

Select the **Notary Certificate Information** tab and **Add New**.



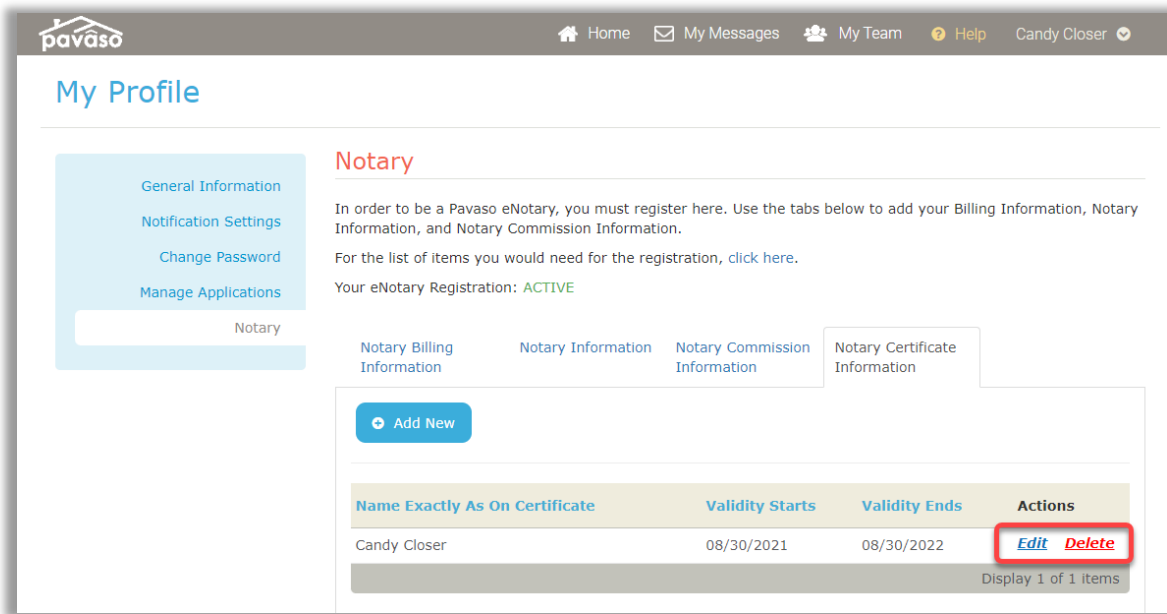
From within the pop-up, complete the following fields:

- A. Enter your name exactly as it appears on your certificate.
- B. Enter the password for your certificate. This password is created when your certificate is issued by the applicable party.
Note: This is not your Pavaso account password.
- C. Select **Edit Certificate** to browse your files and find your certificate. The file will be a Personal Information Exchange file.
- D. The Validity dates will auto complete when uploading your certificate.
- E. Select **Save** to save the changes.

The screenshot shows a pop-up window titled "Add New Certificate" with a close button in the top right corner. The form contains the following elements:

- A text input field for the name, labeled "* Name exactly as on certificate", containing the text "Candy Closer". A red circle with the letter "A" is positioned to the right of this field.
- A password input field labeled "Enter password" containing a series of dots. A red circle with the letter "B" is positioned to the right of this field.
- A blue button labeled "Edit Certificate" with a red circle containing the letter "C" to its right.
- A text input field for "Validity starts" containing the placeholder "MM/DD/YYYY". A red circle with the letter "D" is positioned to the right of this field.
- A text input field for "Validity ends" containing the placeholder "MM/DD/YYYY".
- A footer bar containing two buttons: "Cancel" and "Save". A red circle with the letter "E" is positioned to the right of the "Save" button.

Once the file is successfully uploaded, it appears in this list. You can Edit the certificate file or Delete the certificate as needed.



Your certificate is now associated with your Pavaso profile.

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](#)