

Log in to your Pavaso account. Hover over your name in the top right corner and select My Profile.



Select Notary from the menu on the left.

	Pavaso Profile
General Information	
Notification Settings	
Change Password	
Manage Applications	
Notary	Add Photo

## Select Notary Commission Information.

pavâso	👫 Home 🔤 My Messages 👹 My Team 🗍 My Company 🥹 Support Center 🛛 Candy Closer 👁			
My Profile				
	Notary			
General Information				
Notification Settings	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.			
Change Password	For the list of items you would need for the registration, click here. Your eNotary Registration: ACTIVE			
Manage Applications				
Notary	Notary Billing Notary Information Notary Commission Notary Admin Information			
	Add New Commission Update Commission Download Signature Upload Signature TN V			



Select the state in which you have an active commission. You may only see one state in this list.

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My Profile			
Constal Information	Notary		
Notification Settings	In order to be a Pavaso eNotary, you must register here. Use the tabs below to add your Billing Information, Notary		
Change Password	Information, and Notary Commission Information. For the list of items you would need for the registration, click here.		
Manage Applications			
Notary	Notary Billing Notary Information Notary Commission Notary Admin		
	Add New Commission Update Commission Download Signature Upload Signature		
	Select state FL OH TN TX TX		

There are several options inside the Notary Commission Information tab that allow you to add or extract information from your Pavaso profile.

Notary Billing Information	Notary Information	Notary Commission Information	Notary Admin	
Add New Commission	Update Commission	Download Signatu	re Upload Signature	TN V Select state
Status: ACTIVE				FL OH TN
Name ex	actly as commissioned	Candy Closer		TX
	Commission number	XYZ9845	~	
	Appointment date	01/20/2020		
	Expiration date	Does not expire		
	State	TN		
	County	Cannon		
	Notary seal		Training Admin My Commission Expires 1/20/2025	
A B	С	D	▣──	
View form Re-Import	Additional Documents	Download Seal Dow	nload Form Upload Person	al Seal



A. View Form: View the form uploaded when eNotary commission was approved in Pavaso.



- B. **Re-Import:** If necessary, the eNotary form in step A can be re-imported.
- C. Additional Documents: Some states may require additional documents to be uploaded to the eNotary provider. You can add those documents here.
- D. **Download Seal:** Extract the digital seal generated by Pavaso. Select Save to download the stamp in any of the available formats. Select either **In Person Electronic Notarization** or **Remote Online Notarization**.





## E. **Download Form:** Generate a form that includes the eNotary seal, signature, and IPEN or RON indicator.

*Note:* The seal may not display the verbiage for IPEN or RON in the portal. The downloaded version of the document will display the appropriate text.

Document with Seal and Sign Note: Your State has multiple seal configuration op like to added to this form. Remote Online Notarization	nature ×	
In Person Electronic Notarization Remote Online Notarization	B-signed by Caudy Closer on December 28, 2022 02:14 PM CST CANDY CLOSER State of Tennessee Online Notary Public County of Cannon My Commission Expires: Does not expire	
County of Cannon		
On this 12/28/2022, this document is a true, exa the purpose of notary application with the State CANDY CLOSER State of Tennessee Online Notary Public County of Cannon My Commission Expires: Does not expire	act, complete, and unaltered copy made by Pavaso for e, the original of which is held within the Pavaso platform.	
To verify the authenticity of this document, plea https://documentcertification.pavaso.com	el Save	

F. **Upload Personal Seal:** Some states may allow for a personal seal to be used. This can be uploaded here.



## **Pavaso Support**

## Business Hours: Monday – Saturday 7:00 AM – 8:00PM CST Email: <u>support@pavaso.com</u> Phone/Closing Hotline: (866) 288-7051 24/7 Online Help Library: Log in to your Pavaso account and select Support Center next to your name.

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