Notary Experience

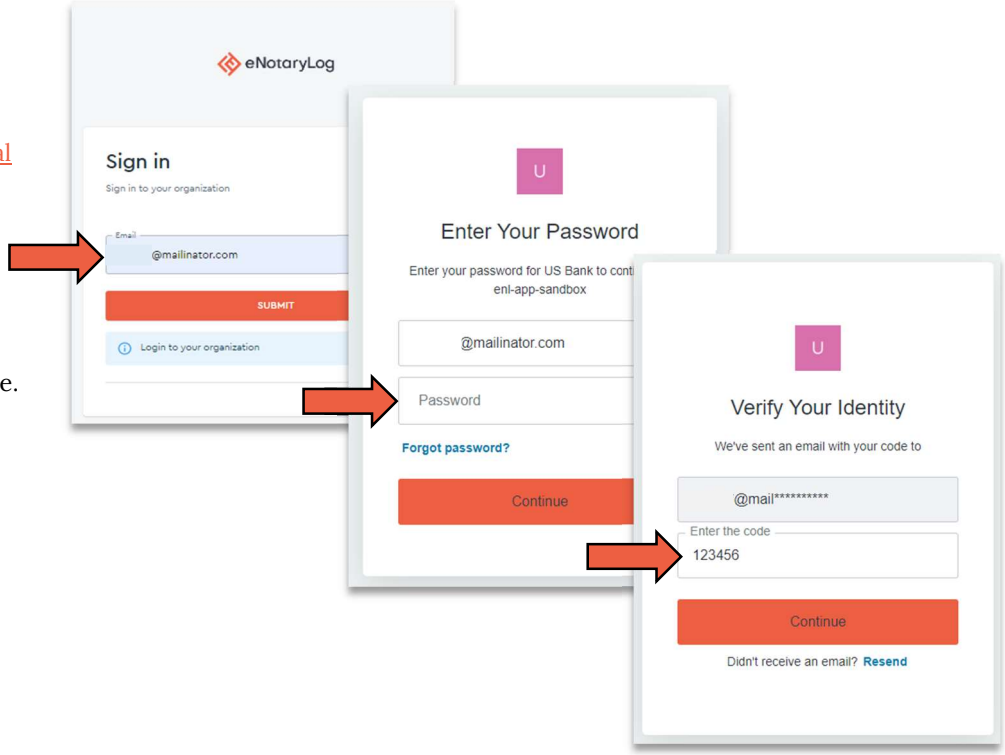
Step 1:

To log into the eNotaryLog platform go to: https://dashboard.enotarylog.com/portal

You will enter in your email address, use lowercase letters. Then click **SUBMIT**.

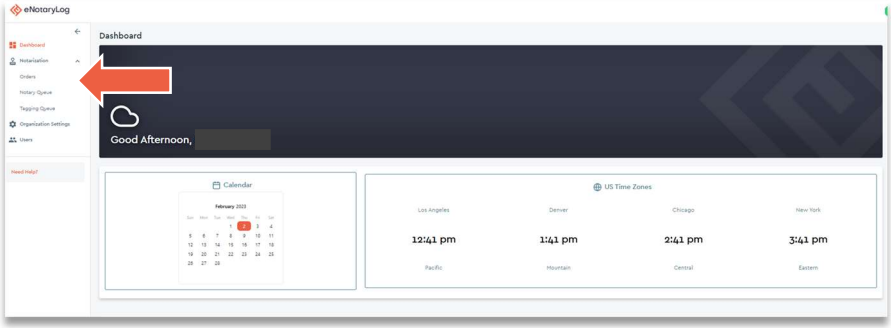
Next enter in your Password and click Continue.

You will be emailed an authentication code. Enter it in the box provided and click Continue.



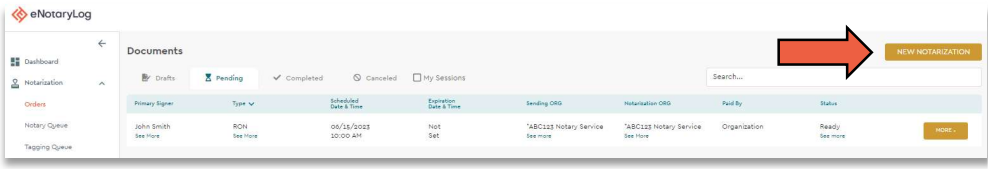
Step 2:

After login you will be on the Dashboard. On the left-hand edge is your toolbar. Select **Notarization**, then select **Orders** from the drop-down menu.



Step 3:

On the Orders page, to create a notary session, click the **New Notarization** link in the upper right-hand corner.

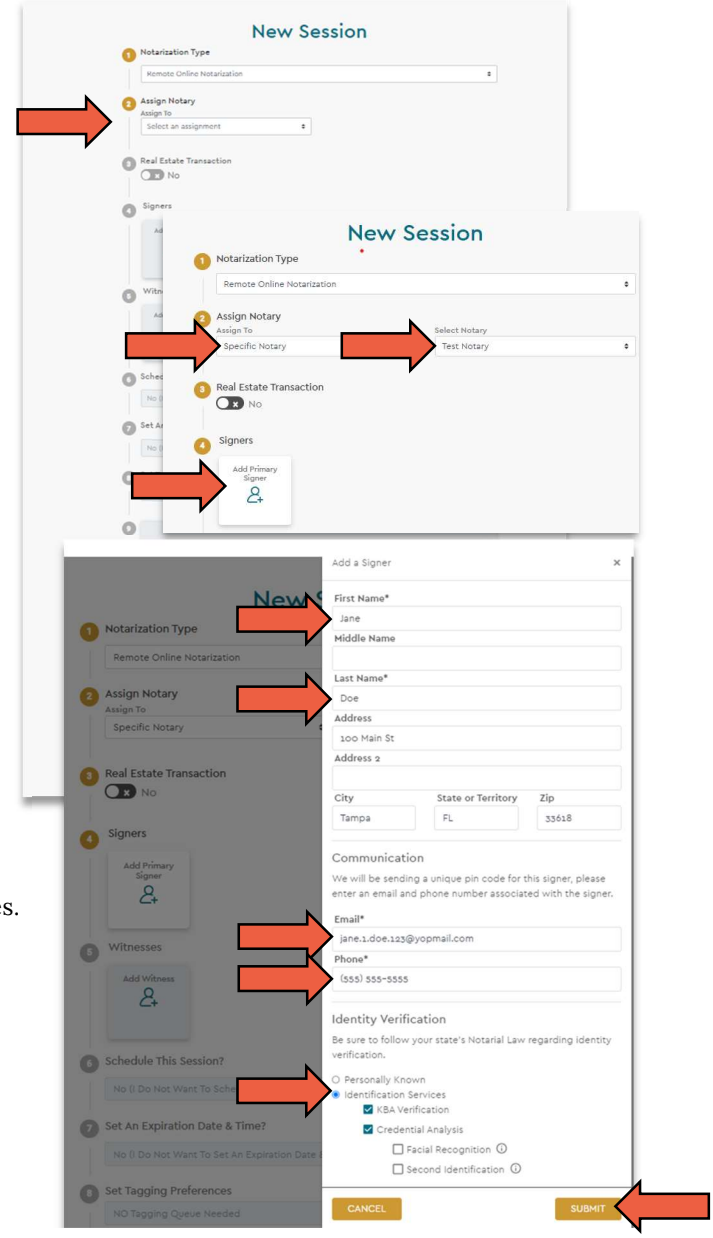


Notary Experience

Step 4:

New Session creation is a step-by-step process.

1. New Notarization is already chosen for you.
2. Assign Notary. In the pull-down menu choose Specific Notary. A list of notaries will appear. Choose the notary that will be assigned to conduct the session.
3. Real Estate Transaction. Skip this step.

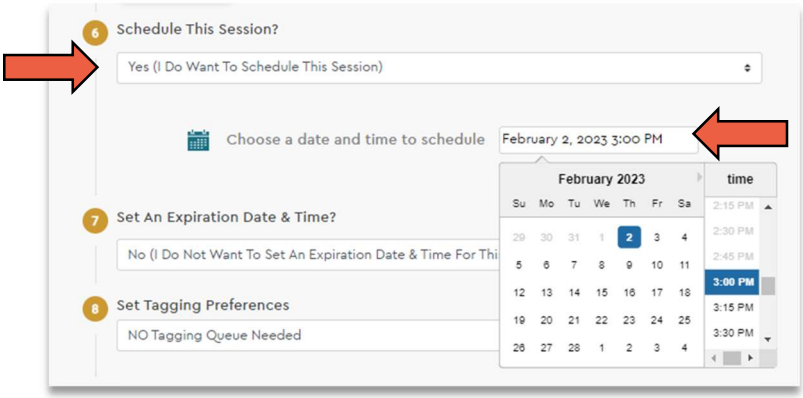


4. Signers. Click the Add Primary Signer link. The Add Signer box will open. Type in the first name, last name, email address, and phone number of the signer.

   Under Identity Verification is defaulted to Identification Services. You may choose Personally Known if the signer is known to you.

   Then click the **SUBMIT** link.

5. Follow the same steps to add any additional signers or witnesses.



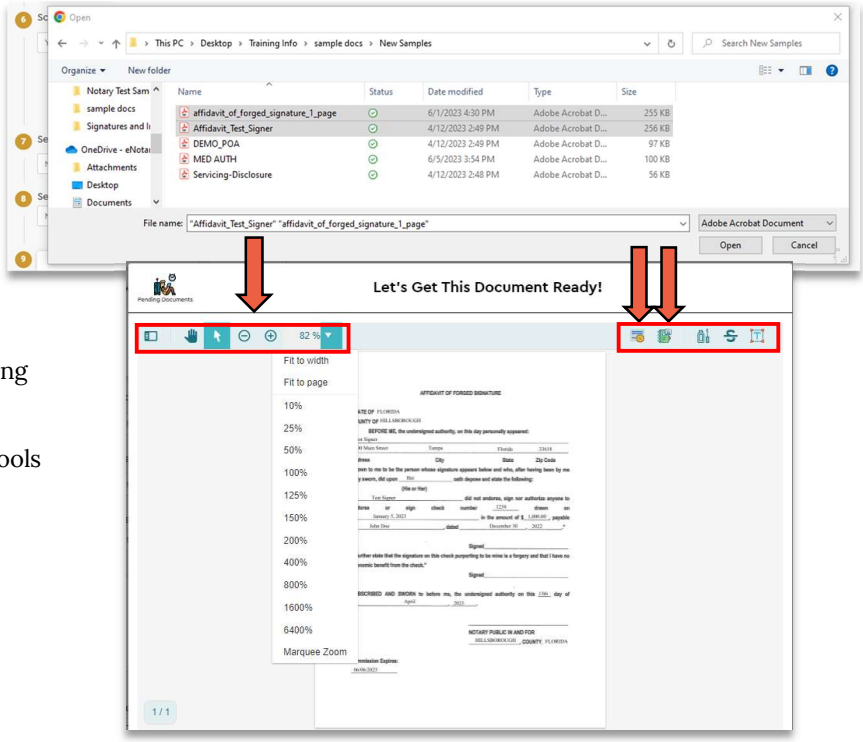
6. Schedule the Session?
   Choose the date and time for the session.

7. Set An Expiration Date & Time? Optional.

8. Set Tagging Preferences if you are assigning the tagging of documents to another user in your organization, choose Yes.

Notary Experience

9. Upload documents. Drag and drop or browse and select all documents for notarization.

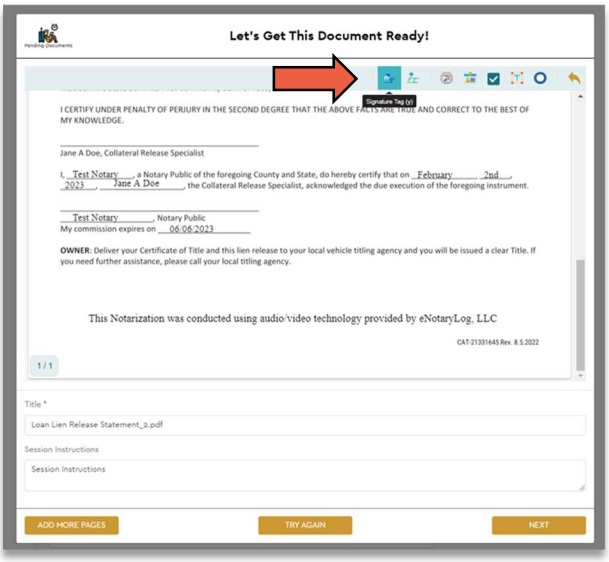


Let's Get This Document Ready
Each document will appear on screen, one-by-one, and will be 'tagged' with the necessary signer's signature/initials, dates, and required notary tags including signature and official stamp/seal tag.

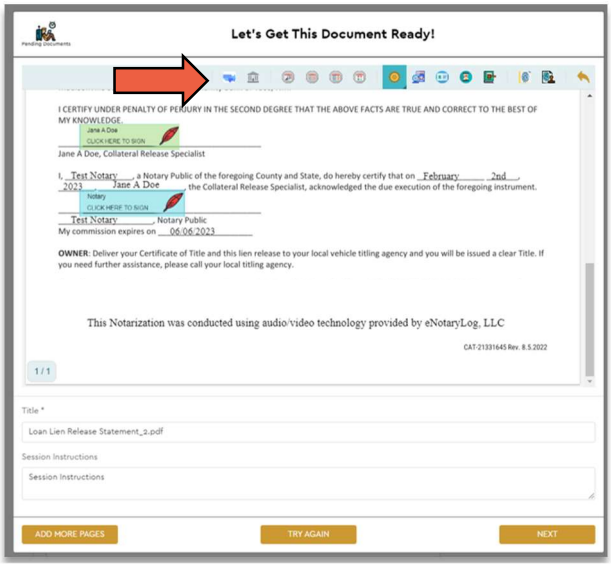
In the 'tagging room' the top toolbar has sizing and viewing options on the left-hand side and your tagging tools on the right-hand side.

The tags you will need are found in the Participant Tools and Notary Tools.

Participant Tools

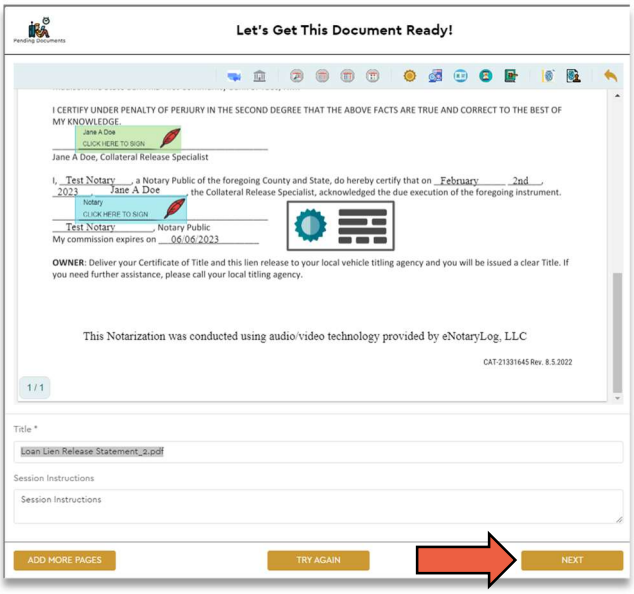


Notary Tools

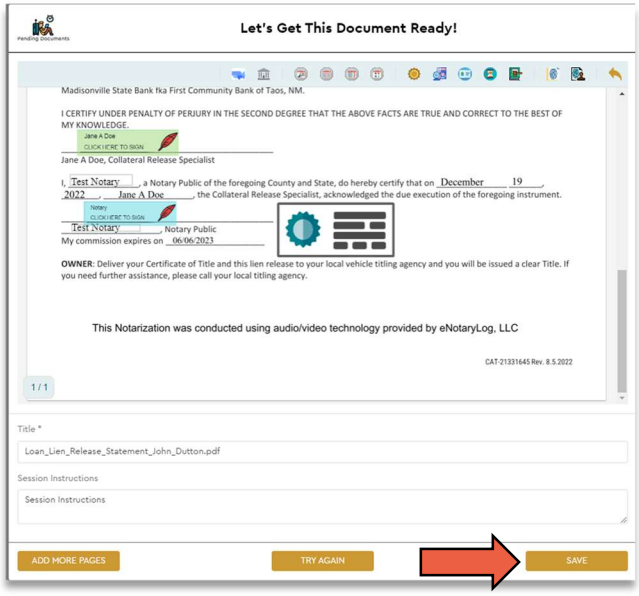


Notary Experience

Document tags should appear as shown below. Once each document is tagged, click the **NEXT** link in the bottom right-hand corner.

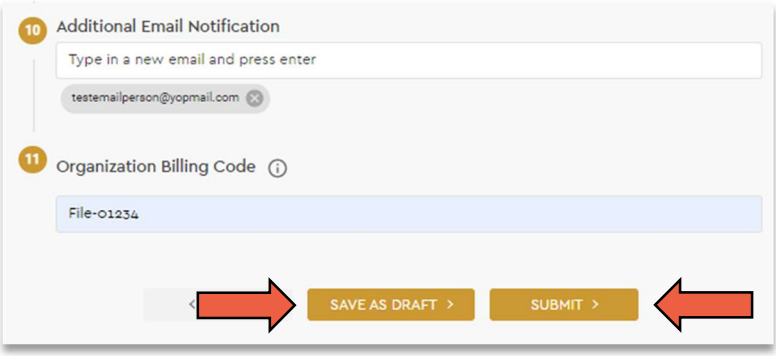


When the final document is tagged, click the **SAVE** link in the bottom right-hand corner.



10. Additional Email Notification. This step is optional and can be skipped. If you enter an email into this step, click enter. The email recipient will receive an email with the status of the notary session. ie. The notary session has been created or The notary session has been completed.

11. Organization Billing Code. This step is optional and can be skipped. If data is entered into this field, it will be displayed on the monthly billing summary.



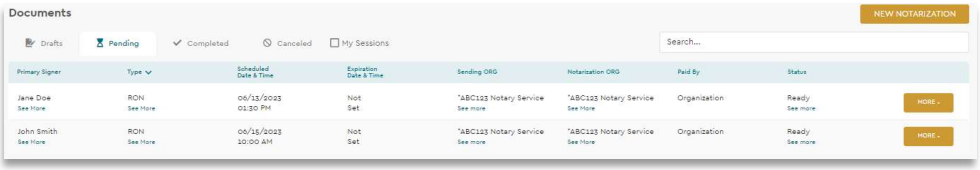
Final step will be to either **SAVE AS DRAFT** to be edited later or **SUBMIT** the notary session. If you save as a Draft the signers will not receive an email invite for the session. Invites to signers and witnesses are sent once the session is Submitted.

eNotaryLog

Notary Experience

Step 5:

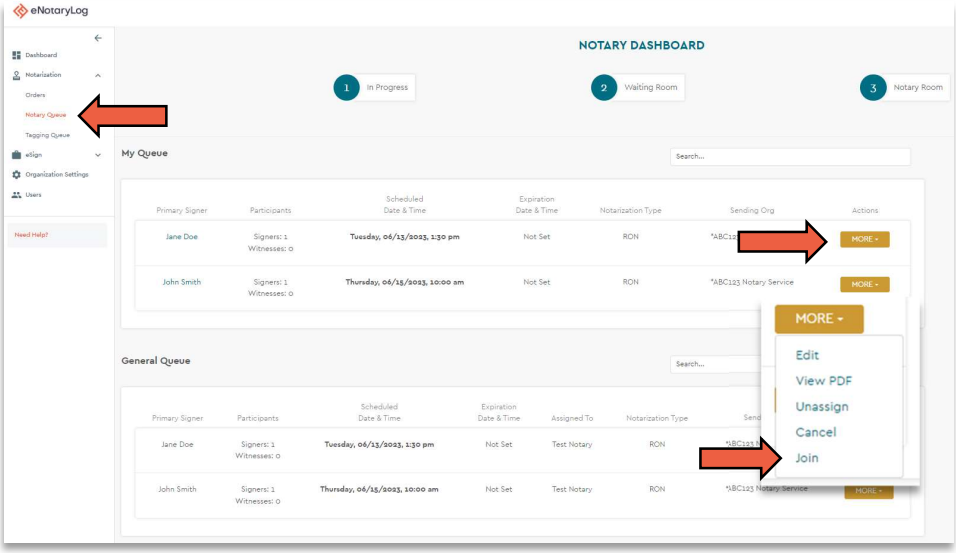
Once you submit your session it will appear in the Pending folder on the **Orders** page.



Step 6:

In the toolbar, select the **Notary Queue**.

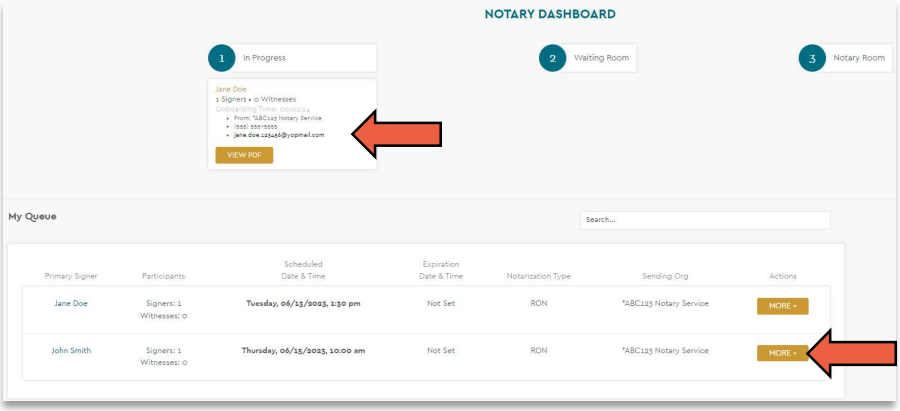
The session will appear in the My Queue section. You can join the session early through the **MORE** button or you can wait until the signer appears in the Waiting Room on the Notary Dashboard.



Step 7:

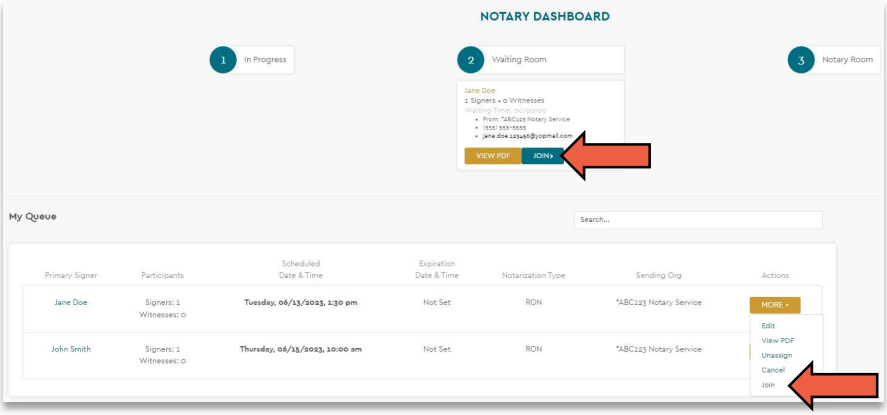
Joining the notary session.

When the signer has clicked the continue button in their session invite email, they will appear in the Notary Dashboard as **In Progress**.



When the signer has completed all equipment tests, has accepted all terms and conditions, privacy policies and eSign consents, and then clicks the **READY** link, the signer will then appear in the Waiting Room.

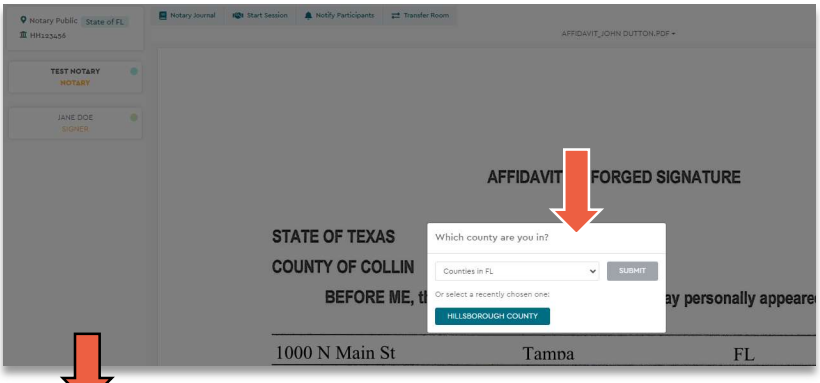
The notary can then click the **JOIN** link in the Waiting Room on the Notary Dashboard.



Notary Experience

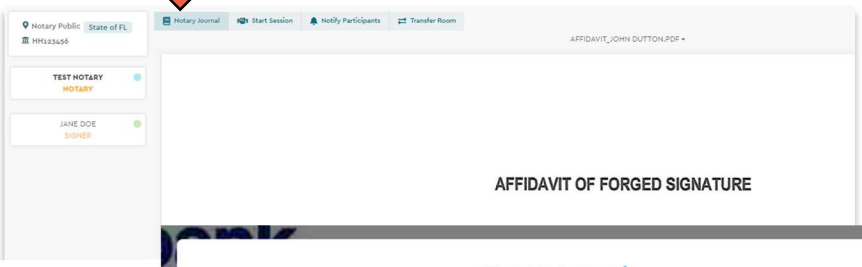
Step 8:

After you click Join the first step is to select the county in which you are currently sitting in during the notary session.



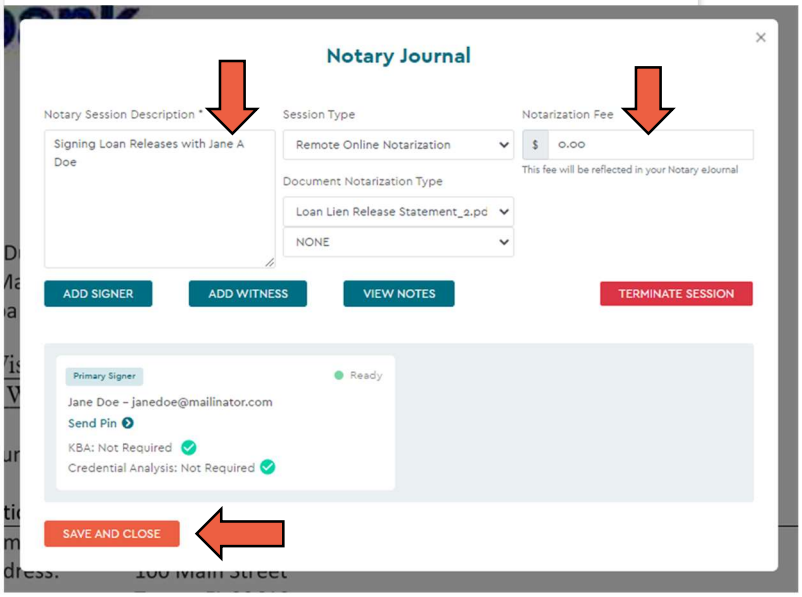
Step 9:

Select the **Notary Journal** on the toolbar.



In the Notary Journal, please notate the notary session description and the Notarization Fee.

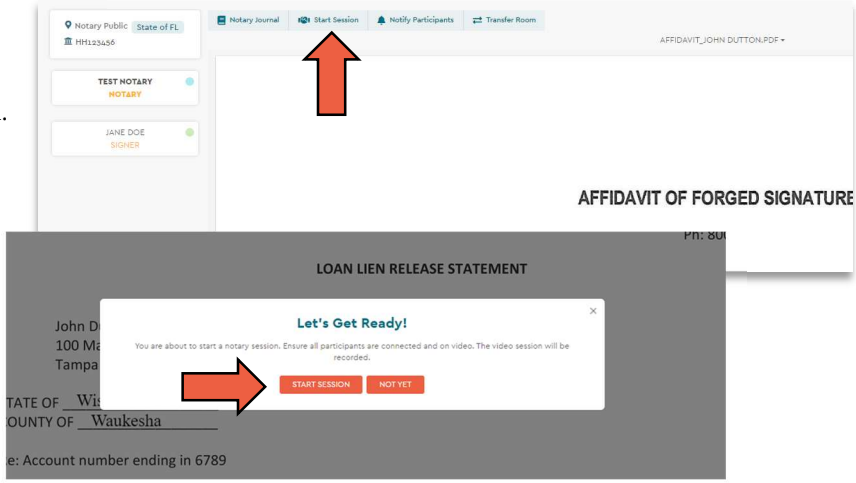
Once all notations are made, click the **SAVE AND CLOSE** link in the bottom left-hand corner of the Notary Journal screen.



Step 10:

You are now ready to begin your notary session. Click the **Start Session** link on the toolbar.

You will be prompted to confirm that you are ready to start your session. Choose the **START SESSION** link.



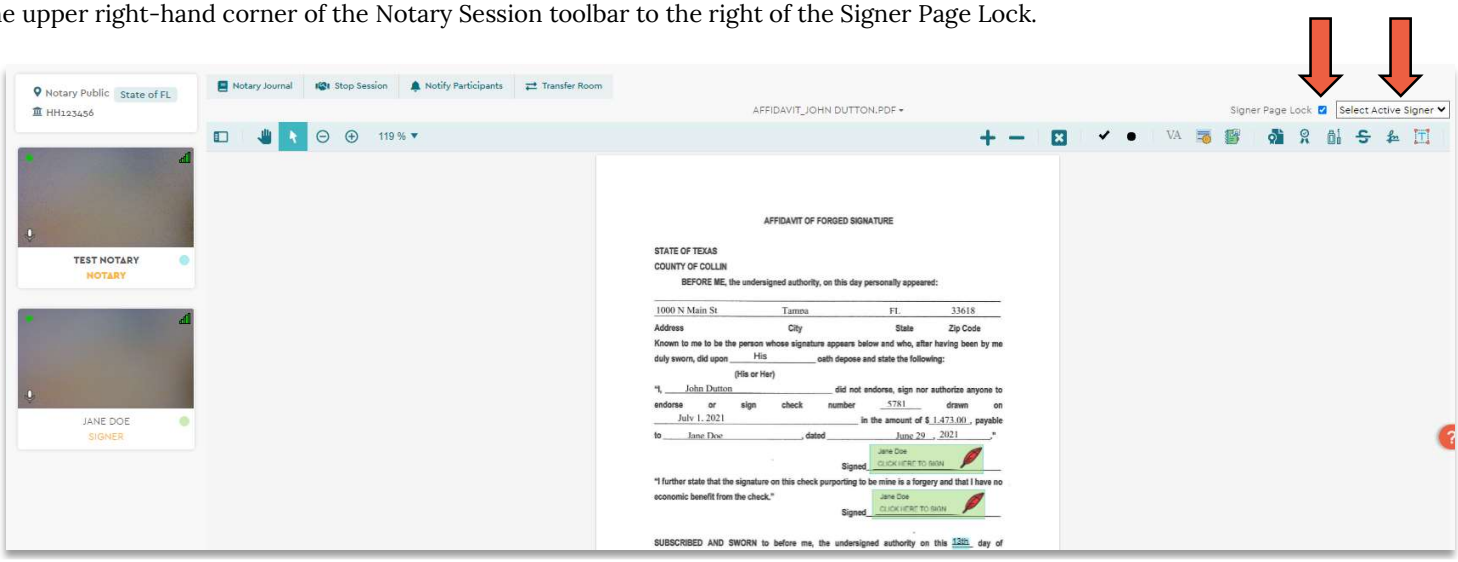
Notary Experience

Step 11:

Your signer will now be prompted to join the session. Once the signer joins, the audio and video recording will automatically start. You will be able to see and hear each other. You will conduct the notary session in a manner that meets all legal requirements for a Remote Online Notary (RON) session per your state law.

When you are ready for the signer to view the documents click the Signer Page Lock checkmark located in the upper right-hand corner of the Notary Session toolbar.

When you are ready for the signer to begin signing the documents, select the signer in the Select Active Signer box located in the upper right-hand corner of the Notary Session toolbar to the right of the Signer Page Lock.

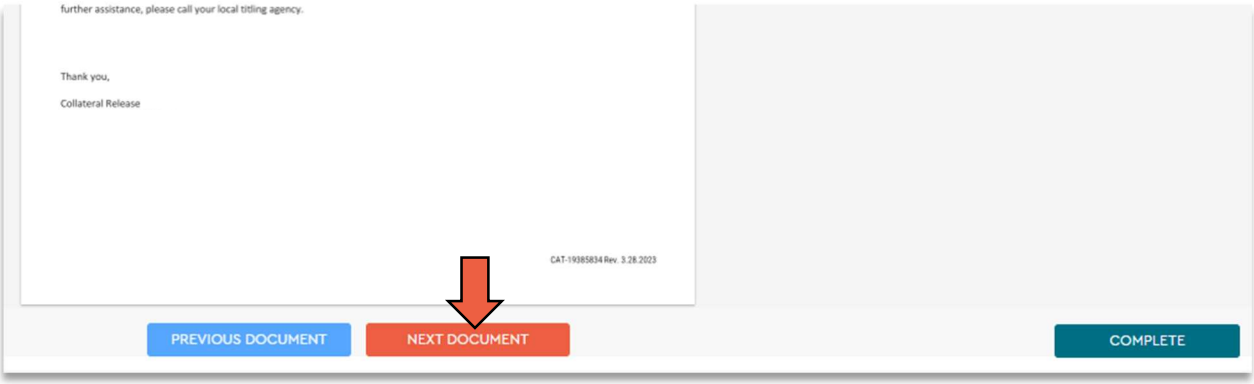


Once you select the signer, they will enter in their unique PIN number and begin the signing process. They will double-click their signature tag and draw or type their signature. This will only need to be done once. All additional signatures are double-clicked by the signer.

After the signer signs, the notary can execute their signature tag and then the notary seal tag to execute their notarization of the document. Note: The notaries signature and seal/stamp are stored online in the notary's online profile.

Step 12:

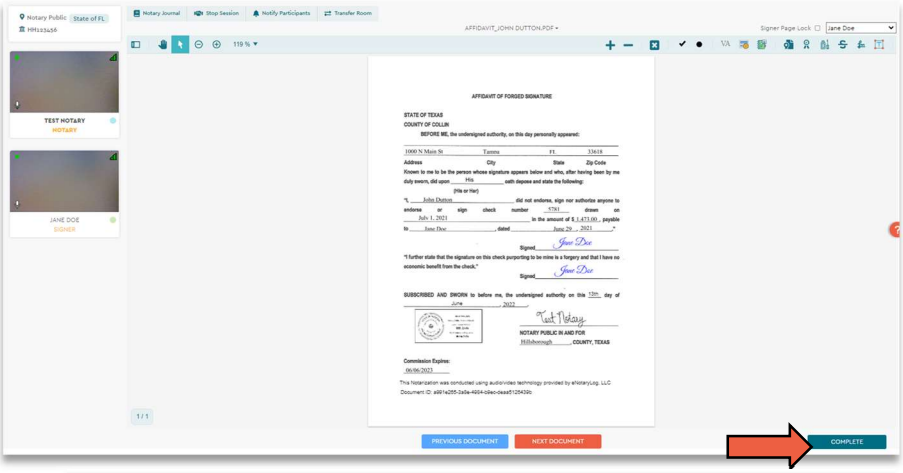
After notarizing the document, you will need to select the next document to notarize. To do so, click the **Next Document** button at the bottom of the page. Repeat this process until all documents are signed and notarized. Then click the **COMPLETE** button.



Notary Experience

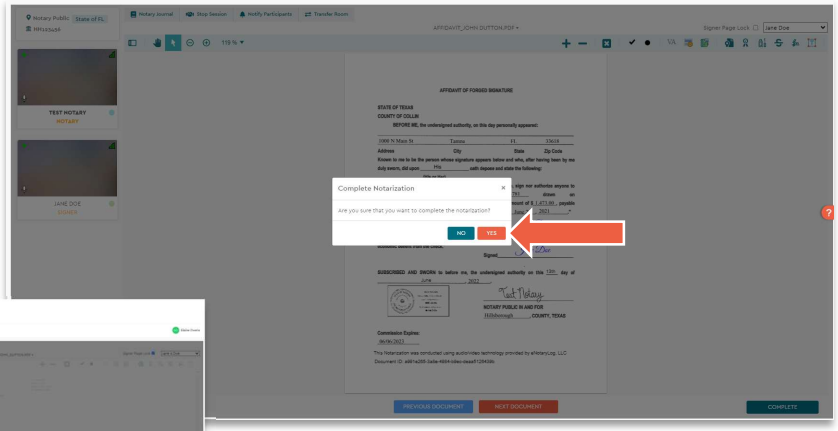
Step 13:

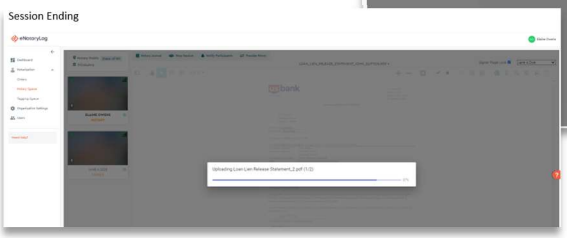
Once all documents are signed and notarized, you will end the notary session by clicking the COMPLETE link at the bottom right-hand corner of the screen.



You will be asked to confirm that you wish to complete the notary session. Select **Yes**.

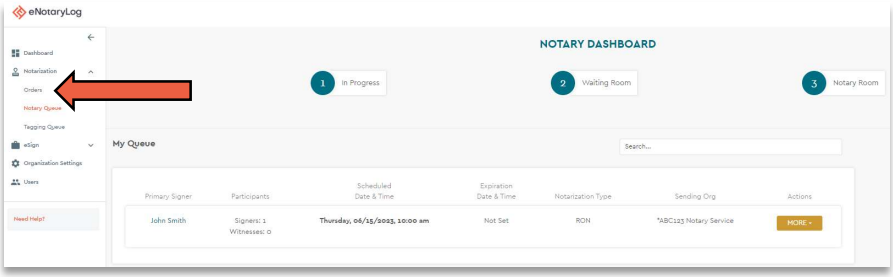
The session documents will be downloaded, encrypted, and made tamper evident. The audio/video recording will download into an mp4 format.





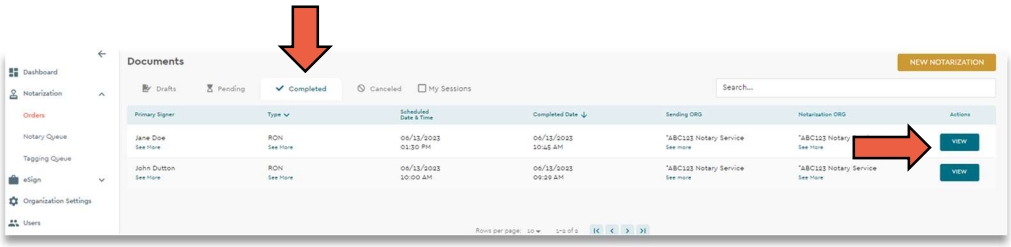
Step 14:

You will be directed back to the Notary Dashboard. You will select **Notarization**, then **Orders** in the left-hand toolbar.



Step 15:

Next select the **Completed** tab. Your completed sessions should be on the top of the list. Select the **VIEW** link on the right-hand edge of the session row to access your Completed and Notarized documents.

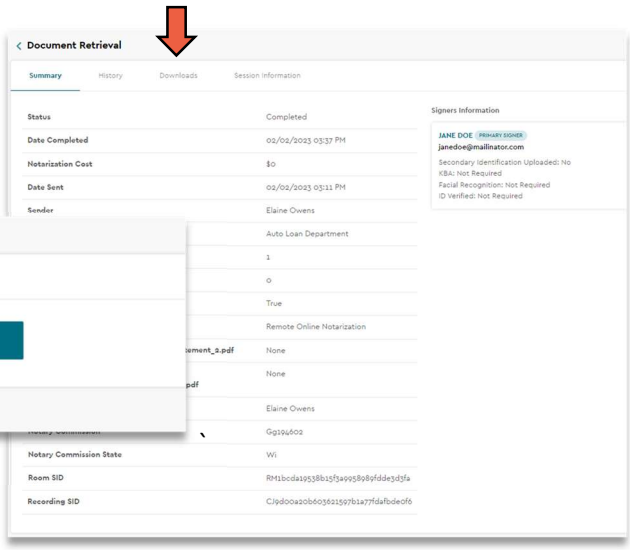


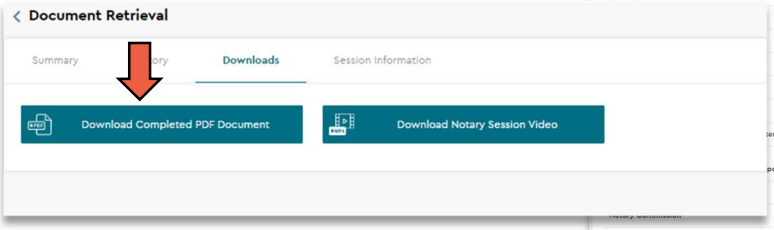
Notary Experience

Step 16:

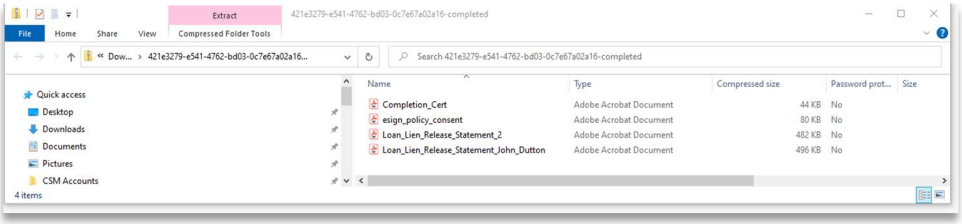
You will be provided a summary of the notary session.

Select the **Downloads** tab on the toolbar. The chose the link **Download Completed PDF Document.**

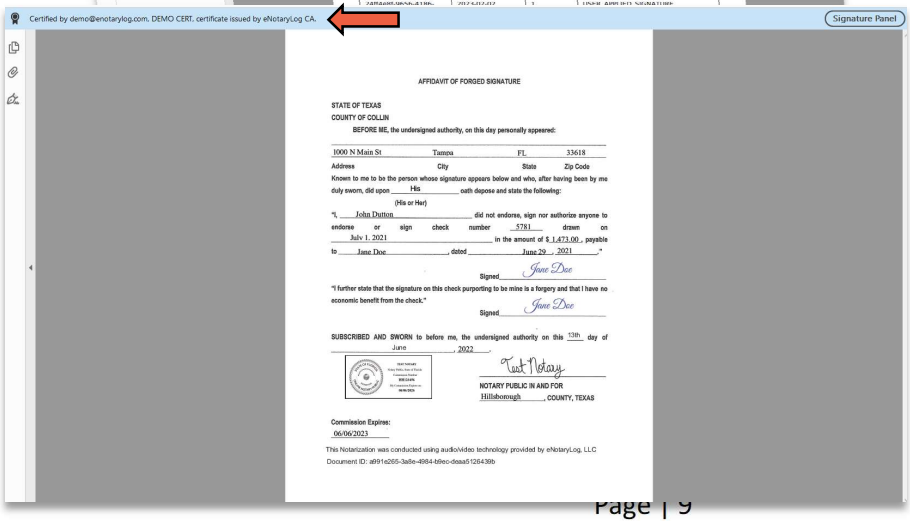




A zip folder will appear on your screen. Open the folder to retrieve all notarized documents and the Completion Certificate.



The Completion Certificate provides details about the completed session including session ID, sending organization ID, session date, signer name, IP address, signature adopted and all session transaction history.

The completed documents, when opened in Adobe will indicate in the Signature Panel bar that the session is Certified by the notary through their digital certificate.

All signatures, signer and notary, and the notary stamp will be present on all notarized documents.