

Approving an eNotary Billing Request (Administrator)



There are two ways to approve an eNotary billing request.

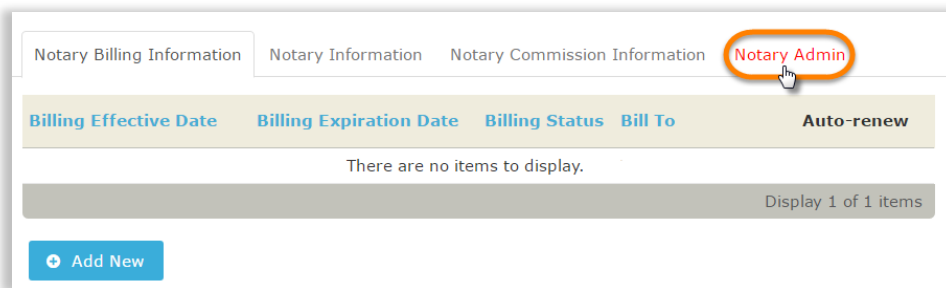
Option A:

1. Within your Pavaso account, click on the eNotary application icon on your Home Dashboard.

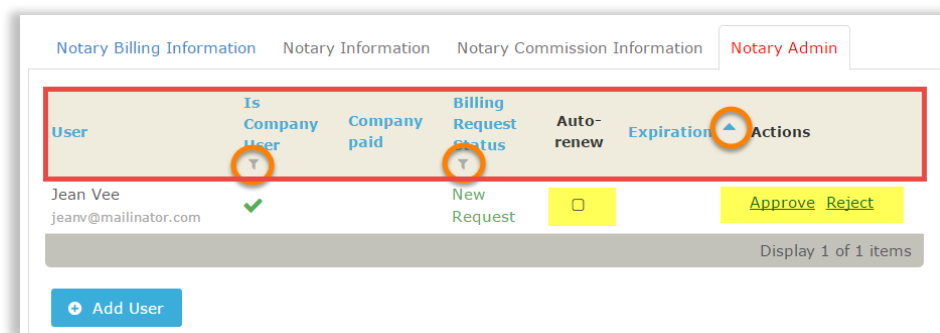


Note: If you do not see this icon, hover over your name at the top right-hand corner and click on “My Profile” and then on “Notary” link from the menu list on the left-hand side.

2. Click on the “Notary Admin” tab.



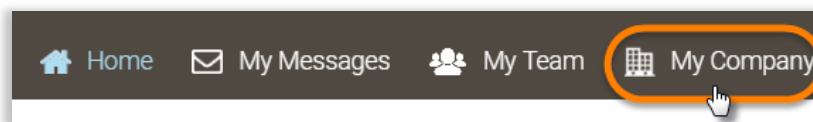
3. Use the highlighted links to approve or deny the request and the checkbox to set auto-renewal. You can sort and filter by clicking on the column title or filter icon as well.



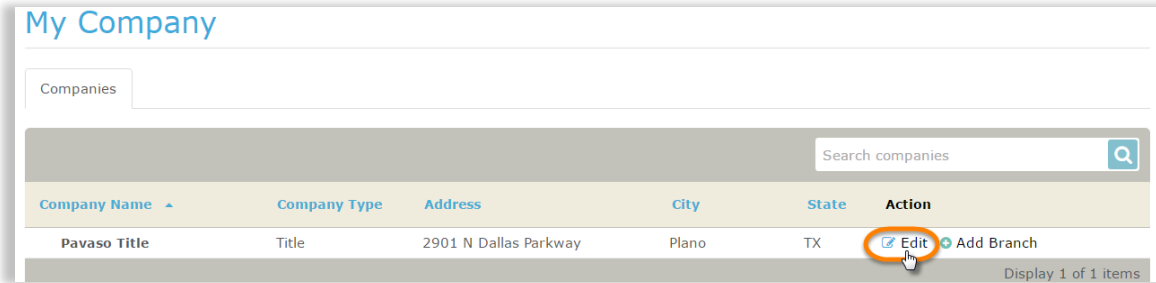
Note: This screen also allows you to add a notary to your company beforehand so that he or she has billing established already when registering. For this, click on the “Add User” button.

Option B:

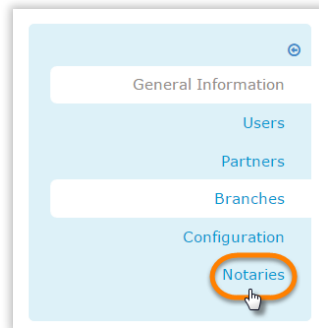
1. On your Home Dashboard, click on the “My Company” tab at the top right.



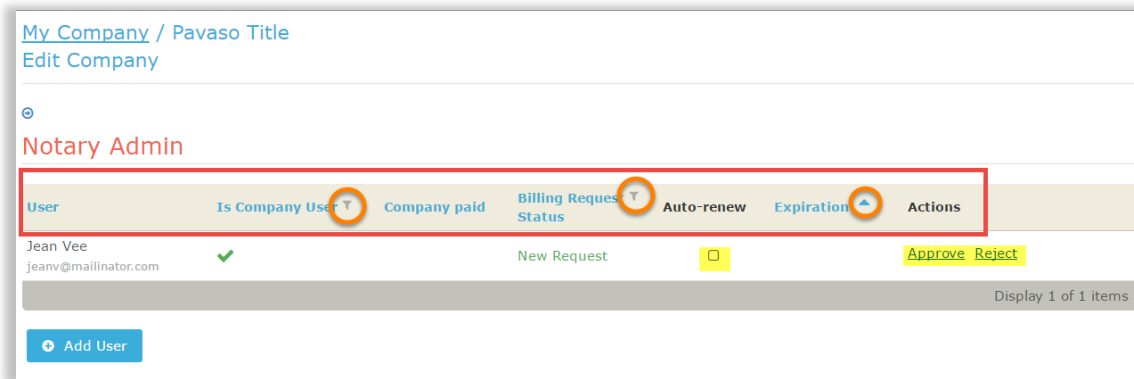
2. In the “My Company” screen, click on the “Edit” link for your company.



3. Click on the “Notaries” link on your left.



4. Use the highlighted links to approve or deny the request and the checkbox to set auto-renewal. You can sort and filter by clicking on the column title or filter icon as well.



Note: This screen also allows you to add a notary to your company beforehand so that he or she has billing established already when registering. For this, click on the “Add User” button.

Next:

The notary will now be advised that the billing request has either been approved or rejected. If approved, he or she will be able to continue the eNotary registration on his or her account.

Contact Pavaso

Phone: 1-866-288-7051, option 3

Email: support@pavaso.com

Hours: 7 AM – 8 PM CST, Monday-Friday