



Renewing a Pavaso eNotary Registration

Step by Step Guide

Revised: 05/03/2017

Pavaso, Inc.

Step 1 – Accessing the Notary Screen

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



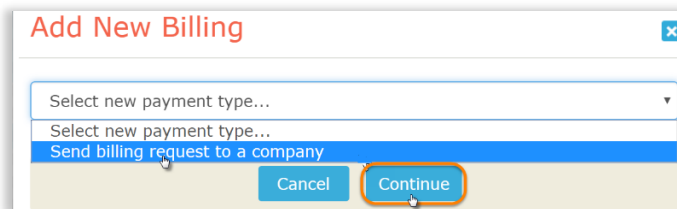
Note: If you do not see this icon, hover over your name at the top right-hand corner and click on “My Profile” and then on “Notary” link from the menu list on the left-hand side.

Step 2 – Notary Billing Information

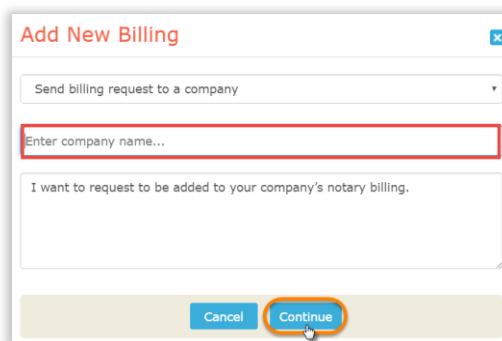
1. If you already have an “Active” billing status, under the “Notary Billing Information” tab, continue to Step 4. If not, click on the “Add New” button.



2. From the pop-up menu, use the drop down to select “Send billing request to a company” and click “Continue.”



3. Closing Agents: Type in the name of the title company you are directly employed by and click “Continue.”
Independent Certified Mobile Closers: Type in Mobile eNotaries and click “Continue.”



Note: Billing will need to be established to continue with the registration process.

Step 3 – Billing Request Pending

Once you have requested billing from your company, the administrator must sign into their account and approve the request before you can continue to Step 4. He or she will be notified that there is an eNotary billing request. However, please contact him or her for faster processing.

Once your e-Notary billing request has been approved, you will also be notified by email.

Step 4 – Notary and Commission Information

1. Click on the “Notary Information” tab and update information as needed.

2. Under the “Notary Commission Information” tab, click on the “Add New Commission” button.

3. Enter your commission information exactly as it appears on your stamp and click “Next.”

4. Review your entry and click “Next” again to continue.

Review the information you provided. If you need to make changes, click on the 'Back' button. If the information is correct and you wish to proceed, click on 'Next'.

Commission number 123456
Appointment date 01/01/2016
Expiration date 12/31/2016
State TX
County Dallas

← Back **Next** →

Step 5 – Printing and Importing Your Notary Form

1. Click on the “Print Notary Form” link to open a PDF file of the Notary Affidavit of Identification form. If your information is correct, print the form out.

Add New Commission

Notary Form Print and Import

Please perform the following steps:

1. **Print Notary Form** and verify that the information on the form is correct.
2. Add on the printout the additional information needed.
3. Scan the form into your computer and save it as a PDF file.

2. Once printed, sign, stamp, and include a copy of your driver’s license. The form will also need to be notarized by someone other than the applicant. Once completed, scan the document back into your computer and save it as a PDF file.

NOTARY AFFIDAVIT OF IDENTIFICATION

Please complete using the following instructions: *Note: You may NOT notarize your own signature.*

1. Place your current valid driver's license in the area provided below and affix to form with tape and make copy.
2. Emboss form with your current Notary Seal in the area provided below. Please sign and date in the presence of a notary.
3. Make a copy of both sides of your current Notary Commission. (Both sides if there is information on the back)
4. If you currently hold commissions for more than one state, complete steps 1-3 for each state.

Applicant's Information: Please Print Name exactly as Commissioned: Brooke Lyn Address as Commissioned: 2901 N Dallas Pkwy Ste 300 City: Plano State: TX Zip: 75093 Company Name: JV Title Title: Company Mailing Address: 101 Guide St City: Trainer Town State: TX Zip: 75093 Best Contact Number: (123) 456-7890 DL State: TX DL #: 123456 Date of Birth: (mm-dd-yyyy) 01/01/1980 Email address: brookelyn@mailinator.com	Notary Commission Information: Commission Number: 123456 Appointment Date: 01/01/2016 Expiration Date: 01/01/2017 County or Parish: Dallas State or Province: TX
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Signature of Applicant

State or Province of: Texas
County or Parish of: Dallas

John Smith personally appeared before me, and being first duly sworn, attest that he / she signed this affidavit in the capacity designated, if any, and further states that he / she has read this affidavit therein are true.

Sworn in and subscribed before me this 5 day of May, 2016 by above applicant, Brooke Lyn

Signature of Notarizing Notary
123-456-7890
Day time phone # of Attesting notary
johnsmith@email.com
Email Address of Attesting Notary

Notary Seal

3. Click on the “Import” button to upload your completed form and then on “Next” to continue.

Add New Commission

Notary Form Print and Import

Please perform the following steps:

- 1 Print out the form and verify that the information on the form is correct.
[Print Notary Form](#)
- 2 Add on the printout the additional information needed.
- 3 Scan the form into your computer and save it as a PDF file.
- 4 Import the file

Import No file chosen


← Back **Next** →

Note: If your account times out, log back in and repeat step 4 to come back to this pop-up.

4. Scroll down to verify your information is correct, including your seal. If you need to edit your seal, click on the “Crop notary seal” link. If not, click “Submit.”

County Collin

Notary seal



[Crop notary seal](#)

Completed notary form [View form](#)

← Back **Submit** →

Step 6 – Approval Process

Once the steps above have been completed, your submission will be reviewed by a Pavaso support agent.

If your request is urgent, or if you have an inquiry regarding your submission, please email support@pavaso.com. You will receive an email once your registration has been approved.

Contact Pavaso

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

Email: support@pavaso.com

Hours: 7 AM – 8 PM CST, Monday-Friday