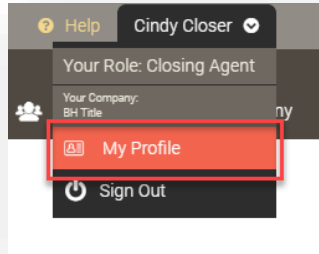
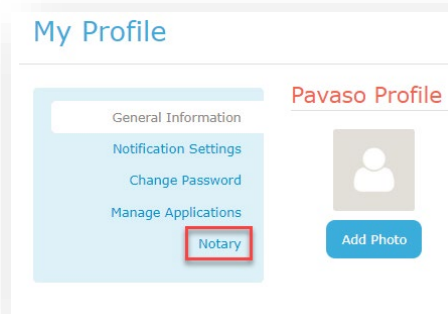




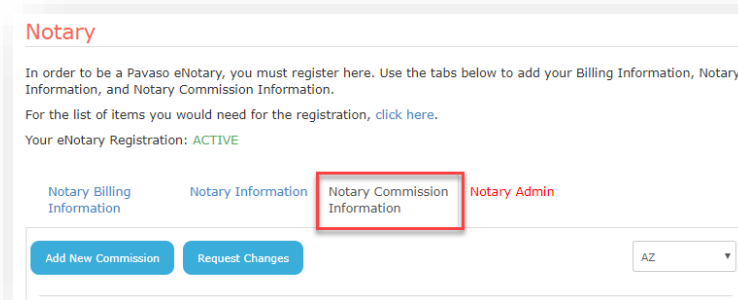
- A. Log in to your Pavaso account.
- B. Hover over your name in the top right corner and select **My Profile**.



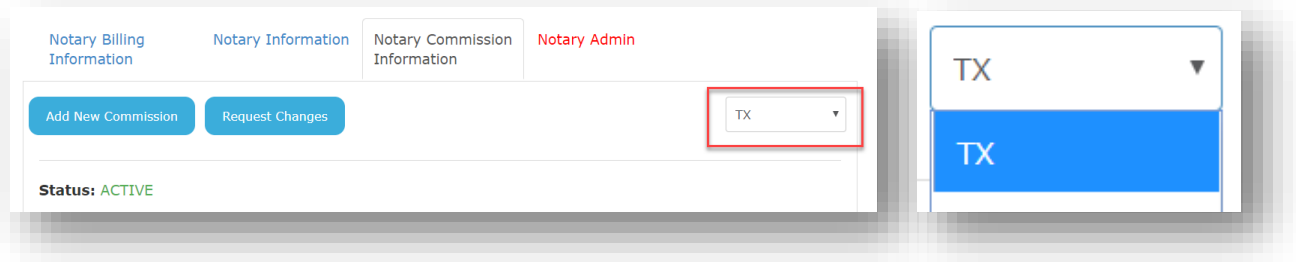
- C. Select **Notary** from the menu on the left.



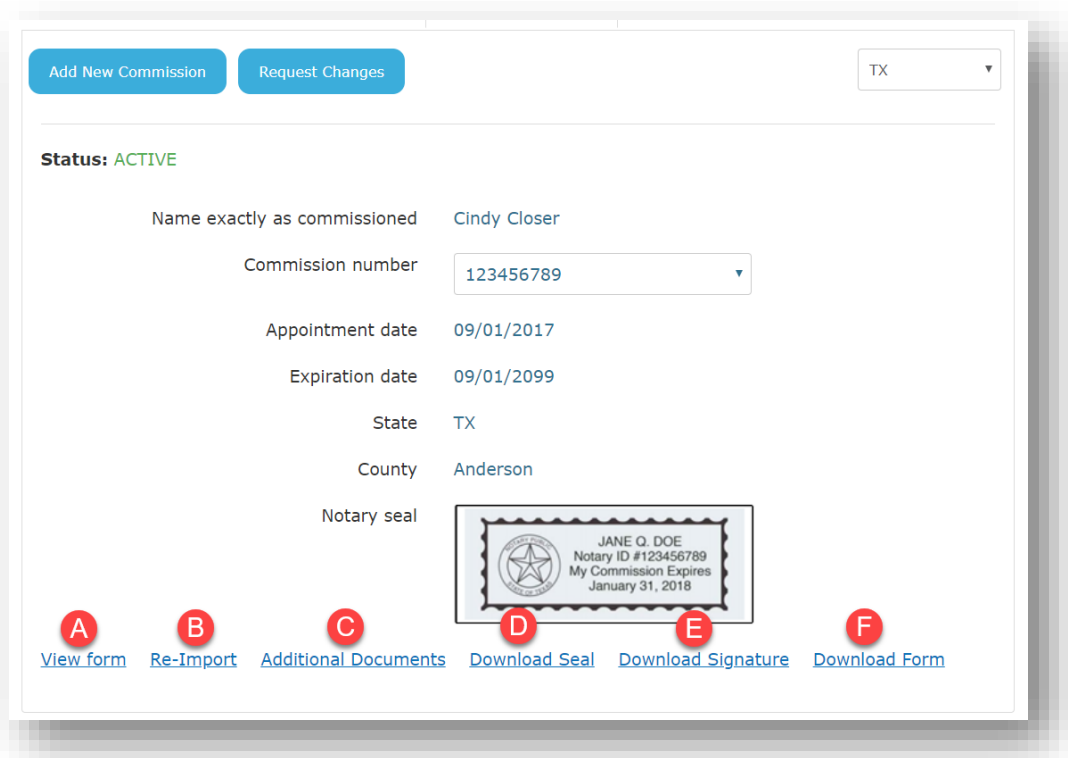
- D. Select **Notary Commission Information**.



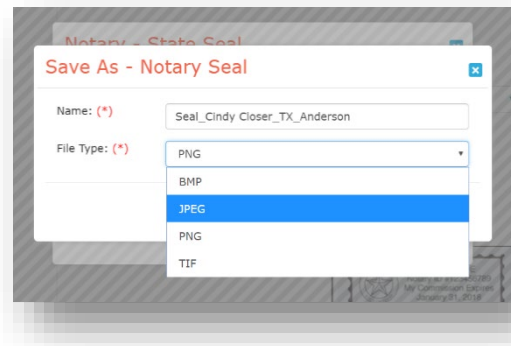
- E. Select the state in which you have an active commission and need to extract your seal.



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

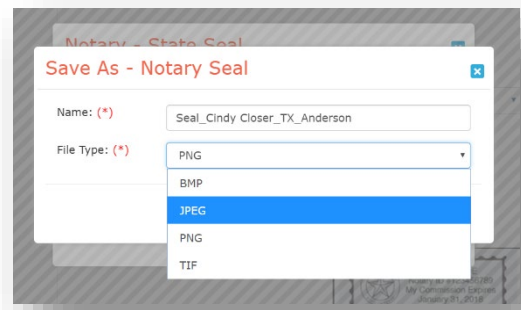


- A. **View Form** – View the form uploaded when eNotary commission was approved in Pavaso.
- B. **Re-Import** – If necessary, the eNotary form in step A can be re-imported.
- C. **Additional Documents** – Some states may require additional documents to be uploaded to the eNotary provider. You can add 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.



- E. **Download Signature** – Capture and download your signature. Sign and select **Adopt**. If needed, you will be prompted to download the signature. If the download is unnecessary, close the prompt.

*Note: This step must be completed before downloading the form in step F.*



- F. **Download Form** – Some states may require a document including the eNotary seal and signature to register as eNotary or Remote Online Notary. The signature and stamp present in the eNotary’s profile will be applied to this document. If applicable, the ability to enter text is



available. Select **Save** to download the document.

**Document with Seal and Signature**

I, Cindy Closer, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify that the information provided in and with this Application is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public.



*Cindy Closer*

Signature: \_\_\_\_\_

**Pavaso Support**

**Business Hours:** Monday – Saturday 7:00 AM – 8:00PM CST

**Email:** [support@pavaso.com](mailto:support@pavaso.com)

**Phone/Closing Hotline:** (866) 288-7051, option 3

**24/7 Online Help Library:** Log in to your Pavaso account and select **Help** next to your name.

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