



Adding a Notary Notary Maintenance

Log into your Pavaso account and select **My Company**. These steps are for billing purposes, users still have to register as an eNotary. <https://help.pavaso.com/wp-content/uploads/Registering as a Pavaso eNotary.pdf>

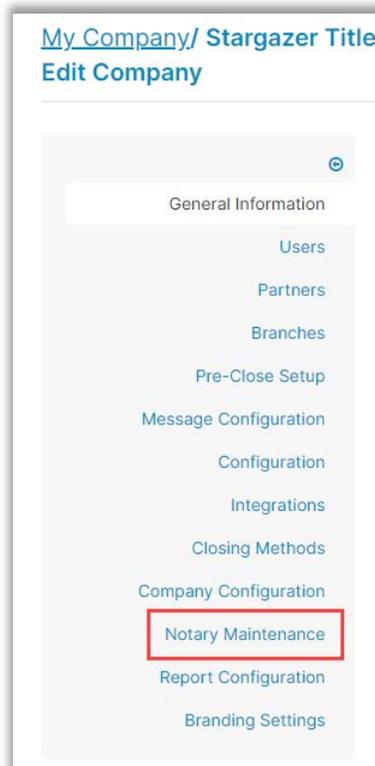
Note: Notary Maintenance is only available to Company and Primary Administrators.



Select **Edit** for your company.

| Company Name | Company Type | Address | City | State | Action |
|-----------------|--------------|-----------------|---------|-------|-------------------------------------------------|
| Stargazer Title | Title | 1234 awesome rd | Phoenix | AZ | Edit Add Branch |

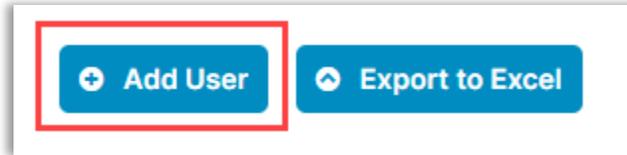
Select **Notary Maintenance** from the menu on the left side of the screen.





Add Notary via Notary Maintenance Tab

Select the **Add User** button.



Fill out the Notary's information and select **Add**.

Select OK on the pop up.

Auto-Renew Option

If you want the Notary billing to Auto-Renew, select the check box under the Auto-Renew section.

| User | Is Company User | Billing Request Status | Date Added to Pavaso | Billing Effective Date | Billing Expiration Date | States(s) | Auto-renew | Actions |
|-----------------------------------------|-----------------|------------------------|----------------------|------------------------|-------------------------|-----------|-------------------------------------|------------------------------------|
| Tasha Yar tashayar@mailinator.c... | ✓ | Approved | 11/15/2023 | | | | <input checked="" type="checkbox"/> | Remove Association |
| Trip Tucker triptucker@mailinator... | ✓ | Approved | 02/21/2024 | | | | <input type="checkbox"/> | Remove Association |

Display 2 of 2 items



Removing a Notary

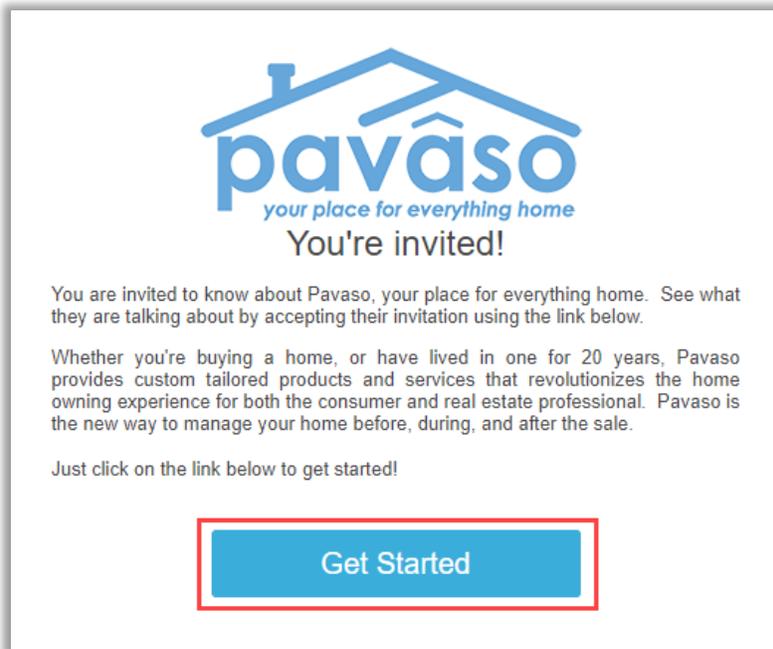
To remove a Notary, select **Remove Association**. Removing a Notary will remove them from your company and billing only and not affect their Notary account.

| Notary Admin | | | | | | | | | |
|-------------------------------------------|-----------------|------------------------|----------------------|------------------------|-------------------------|-----------|-------------------------------------|------------------------------------|--|
| Search Notary <input type="text"/> | | | | | | | | | |
| User | Is Company User | Billing Request Status | Date Added to Pavaso | Billing Effective Date | Billing Expiration Date | States(s) | Auto-renew | Actions | |
| Tasha Yar tashayar@mailinator.c... | ✓ | Approved | 11/15/2023 | | | | <input checked="" type="checkbox"/> | Remove Association | |
| Trip Tucker triptucker@mailinator.c... | ✓ | Approved | 02/21/2024 | | | | <input type="checkbox"/> | Remove Association | |

Display 2 of 2 items

Notary Notification

If the Notary is a new user, they will be sent an email to set up their account. Existing Notaries will not get Notified.



Pavaso Support

Support Hours: <https://pavaso.com/contact/>

Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com

[View Our 24/7 Online Help Library](#)