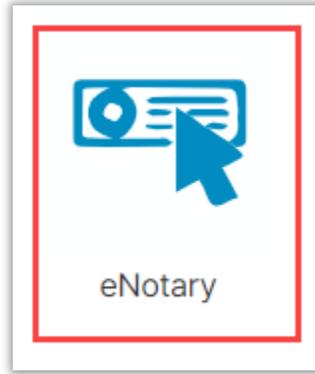




Setting an eNotary's Billing for Auto-Renew

Within your Pavaso account, select the **eNotary** application icon on your dashboard.

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



Under the Notary Admin tab, you can check the **Auto-Renew** box before approving a Notary's billing request to become an eNotary.

The screenshot shows the 'Notary Admin' tab selected. At the top, there are four tabs: 'Notary Billing Information', 'Notary Information', 'Notary Commission Information', and 'Notary Admin' (which is highlighted with a red box). Below the tabs is a search bar labeled 'Search Notary'. The main content is a table with the following columns: 'User', 'Is Company User', 'Company paid', 'Billing Request Status', 'States(s)', 'Auto-renew', 'Expiration', and 'Actions'. The 'Auto-renew' column has a checkbox that is highlighted with a red box. Below the table, there are two buttons: 'Add User' and 'Export to Excel'. The table contains one row for 'Tasha Yar' with a green checkmark in the 'Is Company User' column, 'Approved' in the 'Billing Request Status' column, and 'Remove Association' in the 'Actions' column.

User	Is Company User	Company paid	Billing Request Status	States(s)	Auto-renew	Expiration	Actions
Tasha Yar tashayar@mailin...	✓		Approved		<input type="checkbox"/>		Remove Association

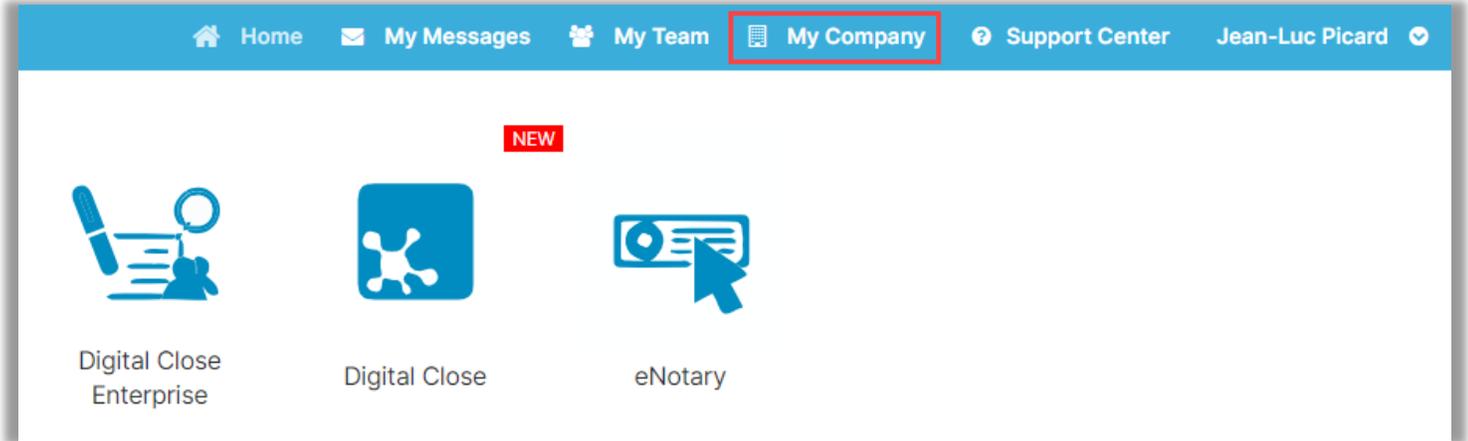
Display 1 of 1 items

[Add User](#) [Export to Excel](#)

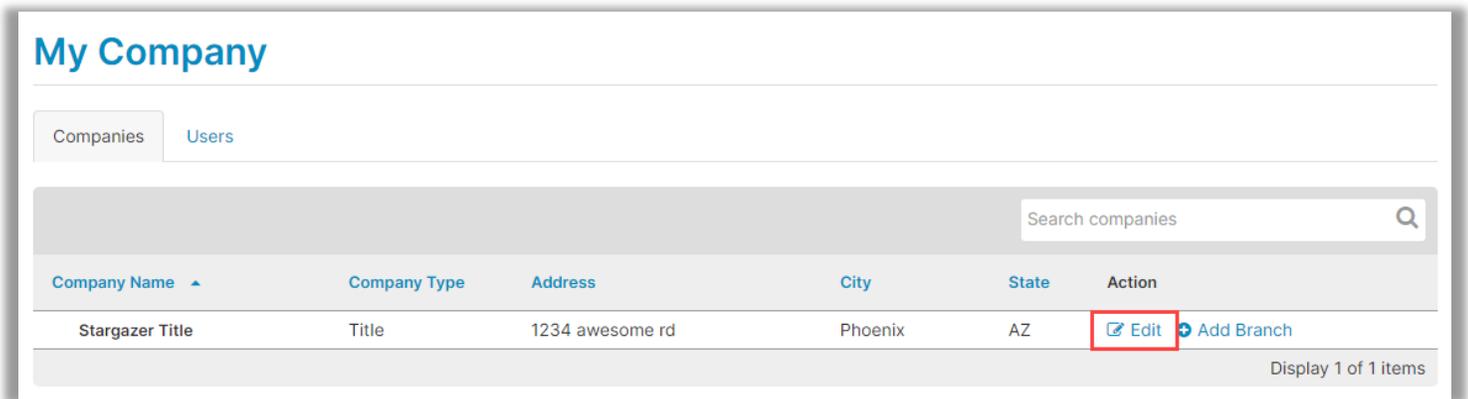


Existing eNotary

On your Home Dashboard, select the **My Company** tab in the top banner.



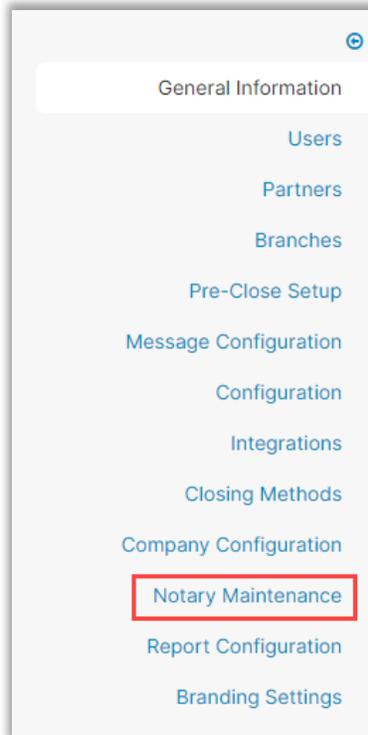
In the My Company screen, select **Edit** for your company.





Setting an eNotary Billing for Auto-Renew

Select **Notary Maintenance**.



Select the **Auto-Renew** box.

Notary Admin Search Notary

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

Display 1 of 1 items

Pavaso Support

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

Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com

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