**Notaries can download their journal entries from Pavaso with the following steps:**

1. Once signed in to Pavaso, hover over or select your username in the top navigation and select "My Profile" from the drop-down menu that appears:
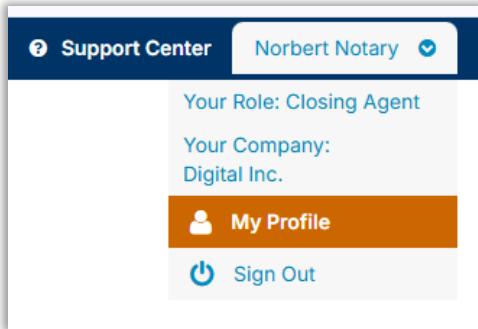
2. On the "My Profile" page, select the "Notary" option from the navigation:
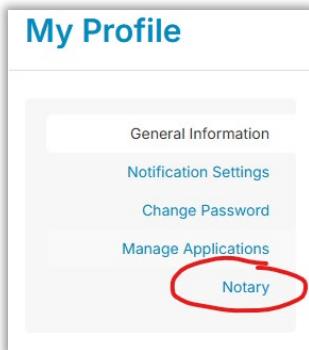
3. The section for "Journal Entries" is at the bottom of the page. Enter the date range you would like to download, and then click the "Download Journal Entries" button:
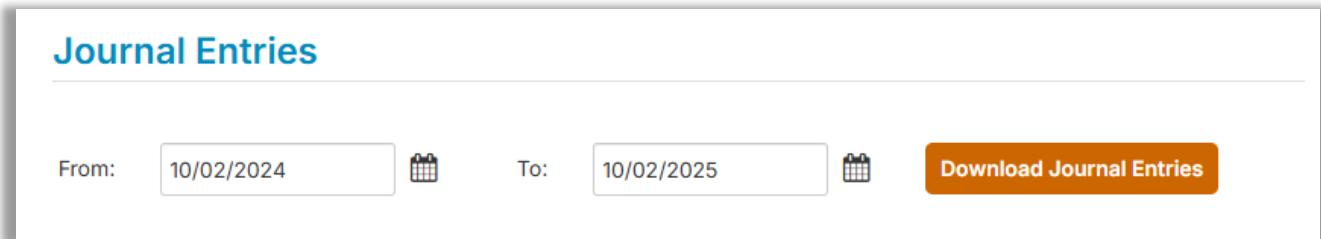
Contact Pavaso Support with any questions at **(866) 288-7051** or **support@pavaso.com**