

## **My Profile**

Select My Profile from the dropdown next to your name.



## **General Information**

Add or Edit your Profile information here. Select Save when finished.

My Profile								
	Pavaso Profil	e						
General Information								
Notification Settings		* Username	jeanlucpica	ard@mailinator.co	change			
Change Password		* First Name	Jean-Luc		Middle N	ame		
Manage Applications		* Last Name	Picard		Suffix Na	me		
Notary	Add Photo	Last Hame	Ficalu		ourinx Hu			
		About Me						
		Company	(6024) Star	rgazer Title	~	Role	ClosingAgent	~
	Contact Infor	mation						
	* Primary Phone			Alternate Phon	•			
	Finaly Flohe	(555)-555-5555	Alternate Phone		c			
	* Email	jeanlucpicard@mailinator.com		2-Step Verification		Email 🗸		~
		change						
	Mailing Addre	ess						
	* Address 1	1234 Street		* City		City		
	Address 2			State		тх	Zip Code	85555
								00000
			Cancel	Save				



### **Notification Settings**

Add or Edit Email Notification Settings. Select Save when finished.

My Profile		
General Information	Email Delivery	Format
Notification Settings	Notification Settings	
Manage Applications Notary	Please send me	<ul> <li>Pavaso's basic newsletter</li> <li>Offers and promotions from Pavaso</li> <li>Offers and promotions from Pavaso's partners &amp; vendors</li> </ul>
		Cancel Save

### **Change Password**

Change your Password by filling in Current, New and Confirm New. Select **Save** when finished.

	Change Password				
General Information Notification Settings	* Current Password	Password tips:			
Change Password	* New Password	<ul> <li>Must not contain your username or parts of your full name that exceed 2 consecutive</li> </ul>			
Manage Applications Notary	Confirm New Password	characters - Must be at least 10 characters in length - Must have at least one Uppercase character (A to 7)			
		<ul> <li>Must have at least one Lowercase character</li> <li>(a to z)</li> <li>Must have at least one Digit (0 to 9)</li> <li>Must have at least one Non-alphabetic character (for example, !, \$, #, %)</li> </ul>			

# **Manage Applications**



#### Select or edit your Apps for the main screen.





#### **Notary** Update or Add Notary information. Option to download Journal Entries.

Note: The Notary Admin tab will only be visible to Account Administrators.

	Notary					
General Information Notification Settings Change Password	In order to be a Pavaso eN Information, and Notary Co For the list of items you we Your eNotary Registration:	otary, you must register here. Use ommission Information. build need for the registration, click INACTIVE	the tabs below to add yo here.	our Billing Informatio	n, Notary	
Notary	Notary Billing Information	Notary Information Notary Commission Notary Admin Information				
	In order to have an	active eNotary registration, you m	ust add billing informatio	on.		
	Billing Effective Date	Billing Expiration Date	<b>Billing Status</b>	Bill To	Auto- renew	
		There are no items to display.				
				Disp	olay 0 of 0 item	
	G Add New					
	Journal Entrico					

# **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