



Renewing Your eNotary Registration

Closing Agent/Notary Guide

Revised: 9/19/2022

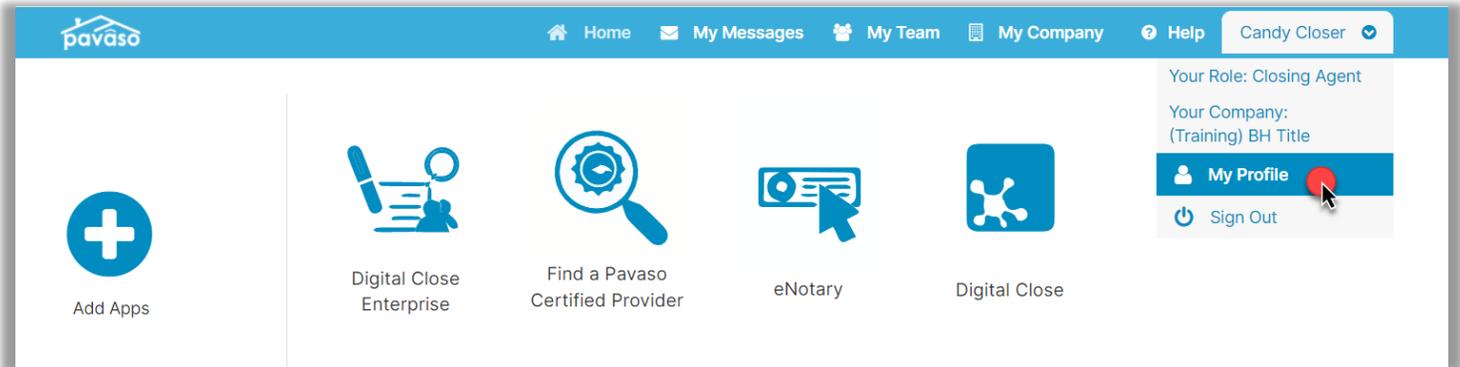
Pavaso

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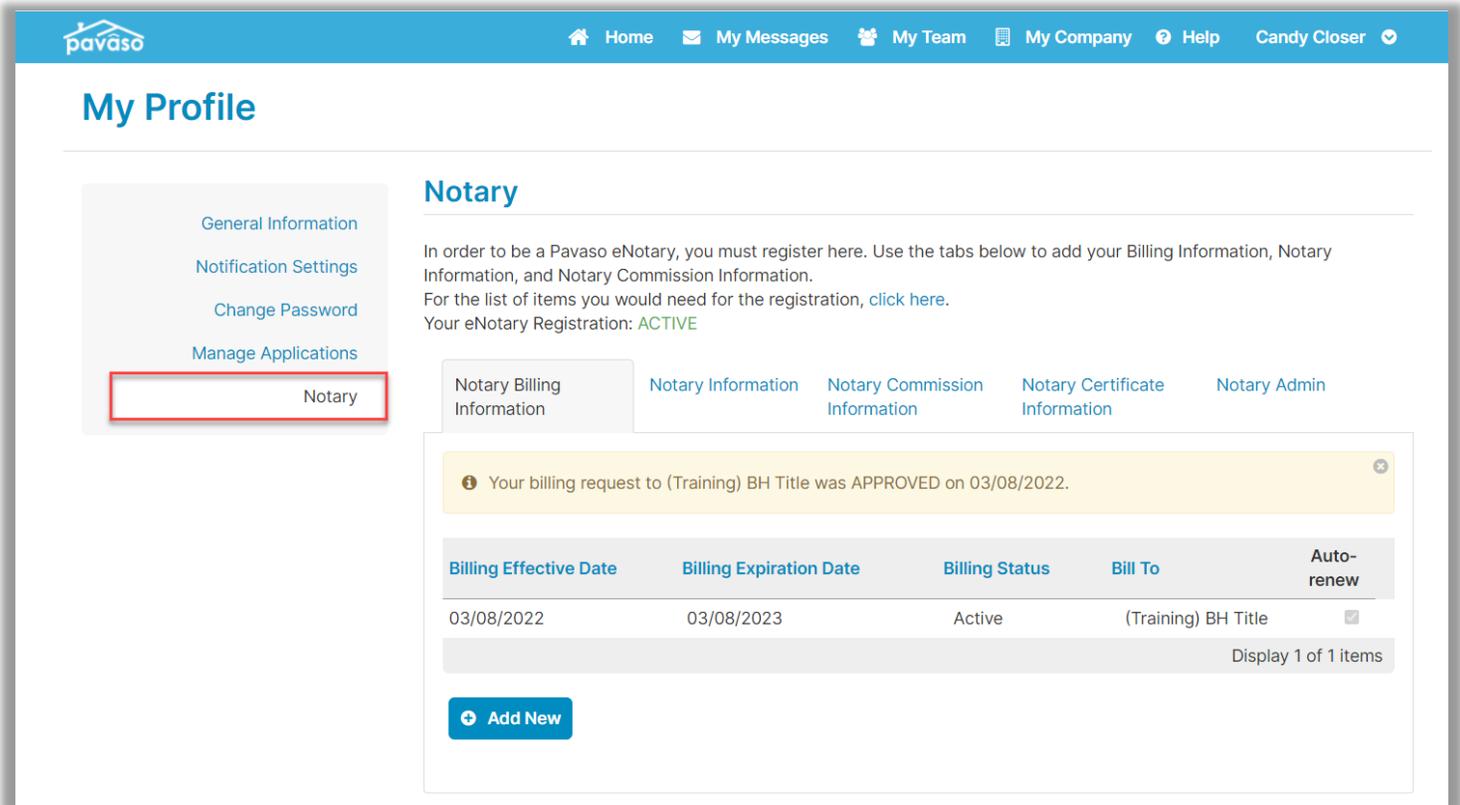
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Accessing Your Notary Information

Once logged in to your Pavaso profile, hover over your name in the top right corner and select **My Profile**.



Select the **Notary** tab.



Confirm your Billing Status. If your status is Active, proceed to [Renewing Your Billing Request](#). If your status is Expired, proceed to [Renewing Your Commission](#).

The screenshot shows the 'My Profile' page for a Notary. The navigation bar includes Home, My Messages, My Team, My Company, Help, and Candy Closer. The left sidebar lists General Information, Notification Settings, Change Password, and Manage Applications. The main content area is titled 'Notary' and contains instructions for registration. Below the instructions are tabs for Notary Billing Information, Notary Information, Notary Commission Information, Notary Certificate Information, and Notary Admin. A yellow notification box states: 'Your billing request to (Training) BH Title was APPROVED on 03/08/2022.' Below this is a table with columns: Billing Effective Date, Billing Expiration Date, Billing Status, Bill To, and Auto-renew. The table contains one row with the following data: 05/11/2020, 05/11/2021, Expired, BH Title, and an unchecked checkbox. A red box highlights the 'Expired' status. At the bottom of the table area is an 'Add New' button.

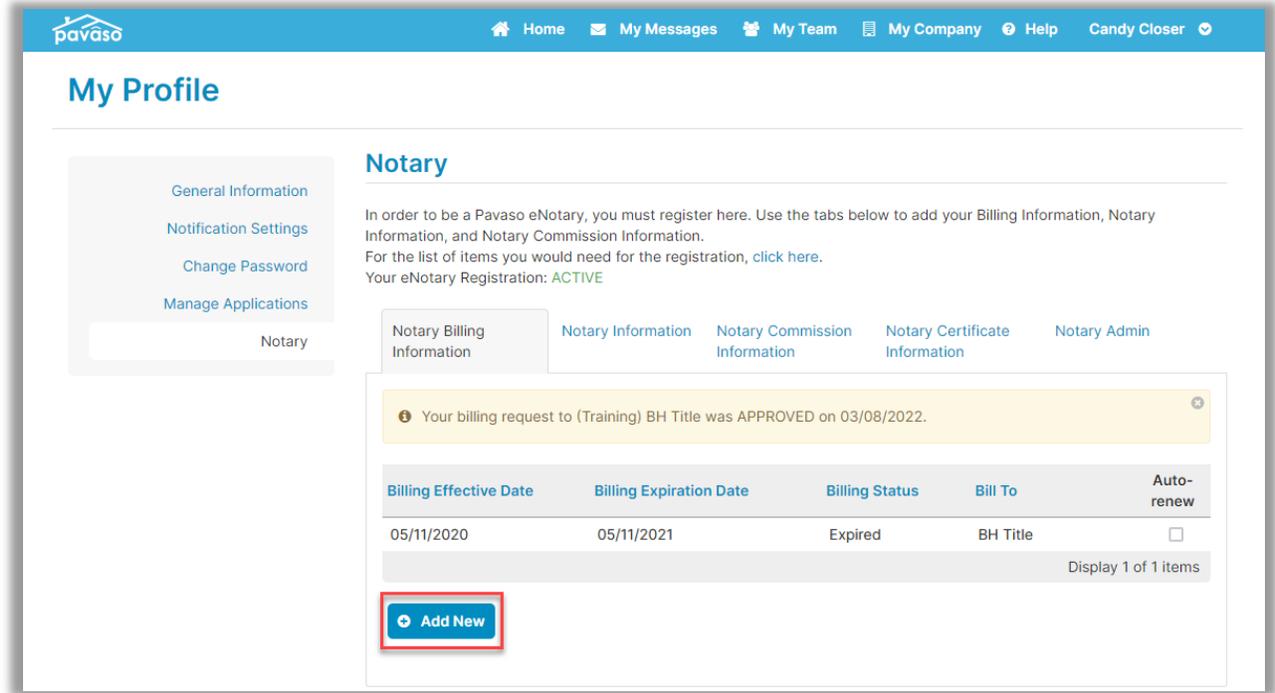
Billing Effective Date	Billing Expiration Date	Billing Status	Bill To	Auto-renew
05/11/2020	05/11/2021	Expired	BH Title	<input type="checkbox"/>

The screenshot shows the 'My Profile' page for a Notary, similar to the one above. The navigation bar and sidebar are identical. The main content area is titled 'Notary' and contains the same registration instructions. Below the instructions are the same tabs. The yellow notification box is present. Below it is a table with columns: Billing Effective Date, Billing Expiration Date, Billing Status, Bill To, and Auto-renew. The table contains one row with the following data: 03/08/2022, 03/08/2023, Active, (Training) BH Title, and a checked checkbox. A red box highlights the 'Active' status. At the bottom of the table area is an 'Add New' button.

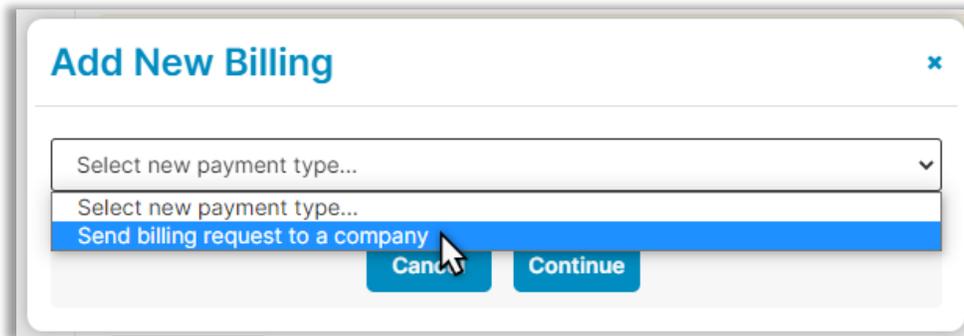
Billing Effective Date	Billing Expiration Date	Billing Status	Bill To	Auto-renew
03/08/2022	03/08/2023	Active	(Training) BH Title	<input checked="" type="checkbox"/>

Renewing Your Billing Request

Select **Add New** to initiate a billing request.



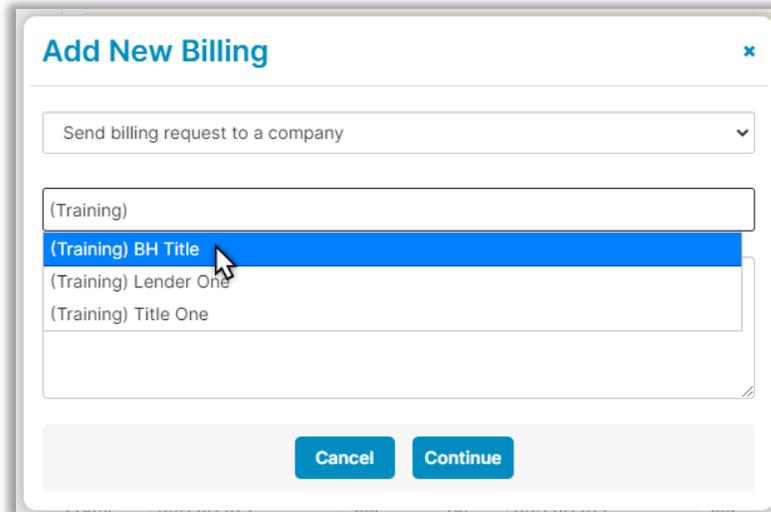
Choose the **Select new payment type...** dropdown and choose **Send billing request to a company**.



Enter the name of the company you wish to send the billing request to.

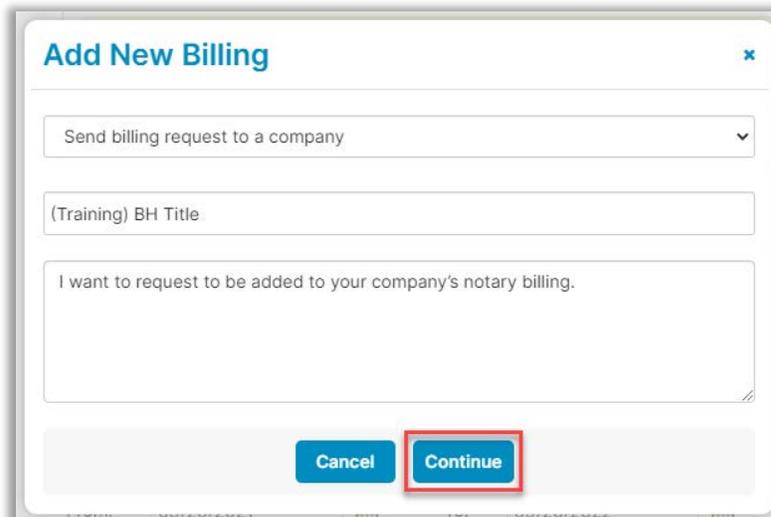
For Closing Agents: Enter the name of the title company you are associated with on Pavaso.

For independent Notaries: Enter the company name **Mobile eNotaries**.



The screenshot shows a modal window titled "Add New Billing" with a close button (x) in the top right corner. Below the title is a dropdown menu with the text "Send billing request to a company". The dropdown is open, showing a list of options: "(Training)", "(Training) BH Title", "(Training) Lender One", and "(Training) Title One". The option "(Training) BH Title" is highlighted in blue, and a mouse cursor is pointing at it. At the bottom of the modal, there are two buttons: "Cancel" and "Continue".

Choose **Continue**.



The screenshot shows the same "Add New Billing" modal window. The dropdown menu is now closed, and the text "(Training) BH Title" is entered in the input field. Below the input field is a text area containing the text "I want to request to be added to your company's notary billing.". At the bottom of the modal, the "Continue" button is highlighted with a red box.

The selected company will approve the submitted request. You will receive an email once the billing request has been approved.

Renewing Your Commission

Navigate to the **Notary Commission Information** tab. Choose the state with the expired commission from the dropdown. You may only have one option.

The screenshot shows the Pavaso user interface for managing notary commissions. The page is titled "My Profile" and has a navigation menu with "Home", "My Messages", "My Team", "My Company", "Help", and "Candy Closer". The "Notary" section is active, with sub-tabs for "Notary Billing Information", "Notary Information", "Notary Commission Information", "Notary Certificate Information", and "Notary Admin". The "Notary Commission Information" tab is selected, showing a status of "EXPIRED" and a dropdown menu set to "TX". The commission details include: Name exactly as commissioned: Candy Closer; Commission number: XYZ83748; Appointment date: 01/20/2020; Expiration date: 01/20/2030; State: TX; County: Austin; and Notary seal: Training Admin. At the bottom, there are links for "View form", "Re-Import", "Additional Documents", "Download Seal", and "Download Form".

My Profile

Notary

In order to be a Pavaso eNotary, you must register here. Use the tabs below to add your Billing Information, Notary Information, and Notary Commission Information. For the list of items you would need for the registration, [click here](#). Your eNotary Registration: ACTIVE

Notary Billing Information Notary Information **Notary Commission Information** Notary Certificate Information Notary Admin

[Add New Commission](#) [Download Signature](#) [Upload Signature](#) TX

Status: EXPIRED

Name exactly as commissioned: Candy Closer

Commission number: XYZ83748

Appointment date: 01/20/2020

Expiration date: 01/20/2030

State: TX

County: Austin

Notary seal: Training Admin

[View form](#) [Re-Import](#) [Additional Documents](#) [Download Seal](#) [Download Form](#)

Select **Add New Commission**.

pavaso Home My Messages My Team My Company Help Candy Closer

My Profile

Notary

In order to be a Pavaso eNotary, you must register here. Use the tabs below to add your Billing Information, Notary Information, and Notary Commission Information.
For the list of items you would need for the registration, [click here](#).
Your eNotary Registration: **ACTIVE**

Notary Billing Information Notary Information **Notary Commission Information** Notary Certificate Information Notary Admin

Add New Commission Download Signature Upload Signature TX

Status: **EXPIRED**

Name exactly as commissioned: Candy Closer

Commission number: XYZ83748

Appointment date: 01/20/2020

Expiration date: 01/20/2030

State: TX

County: Austin

Notary seal: 

[View form](#) [Re-Import](#) [Additional Documents](#) [Download Seal](#) [Download Form](#)

- A. Enter your name exactly as commissioned.
- B. Enter your commission number.
- C. Select your commission appointment date.
- D. If your commission does not have an expiration date, select this option.
- E. If your commission does have an expiration date, enter the commission expiration date.
- F. Select the state of your commission.
- G. Select the issuing county of your commission.
- H. Select **Next**.

The screenshot shows a web form titled "Add New Commission" with a close button (X) in the top right corner. The form contains the following fields and options:

- A**: * Name exactly as commissioned: Text input field containing "Candy Closer".
- B**: * Commission number: Text input field containing "XYZ8347".
- C**: * Appointment date: Date picker field showing "09/01/2022" with a calendar icon.
- D**: My commission does not expire: Unchecked checkbox.
- E**: * Expiration date: Date picker field showing "09/01/2025" with a calendar icon.
- F**: * State: Dropdown menu showing "TX".
- G**: * County: Dropdown menu showing "Austin".

At the bottom of the form, there are three buttons: "Cancel", "Next →", and a red circular button with the letter "H".

Confirm all information entered is correct. This information will appear on your digital seal. Select **Next**.

Add New Commission

Review the information you provided. If you need to make changes, click on the 'Back' button. If the information is correct and you wish to proceed, click on 'Next'.

Name exactly as commissioned	Candy Closer
Commission number	XYZ8347
Appointment date	09/01/2022
Expiration date	09/01/2025
State	FL
County	Bay

← Back **Next** →

Select **Print Notary Form**. This generates a document that will be required to be notarized by another party.

Add New Commission

Notary Form Print and Import

Please perform the following steps:

1. **Print out the form and verify** that the information on the form is correct.
Print Notary Form
2. Add on the printout the additional information needed.
3. Scan the form into your computer and save it as a PDF file.
4. Import the file
Import No file chosen
5. Import Additional Documents
Import

← Back **Next** →

NOTARY AFFIDAVIT OF IDENTIFICATION

Complete this form using the following instructions: Note: You may NOT notarize your own signature.

1. Place your current valid driver's license in the area provided.
2. Stamp the form with your current Notary Seal in the area provided. Sign and date it in the presence of a notary.
3. Make a copy of your current Notary Commission (both sides if there is information on the back) and include it with this form.
4. If you currently hold commissions for more than one state, you must complete this process separately for each state.

Applicant's Information (Please Print)

Name Exactly as Commissioned: _____
Candy Closer
Address Exactly as Commissioned: _____
123 Right Road
City Dallas State TX Zip 12345
Company Name: _____ Title _____
Title _____
Company Mailing Address: _____
123 Right Road
City Dallas State TX Zip 12345
Contact Number: (555) 555-5555
Date of Birth (MM/DD/YYYY): ____/____/____
Email Address: candycloser@mailinator.com

Place Driver's License Here

Notary Commission Information

Commission #: XYZ8347
Appointment Date: 09 / 01 / 2022
Expiration Date: 09 / 01 / 2025
County / Parish: Bay
State: FL

Signature of Applicant _____
Notary Seal of Applicant _____

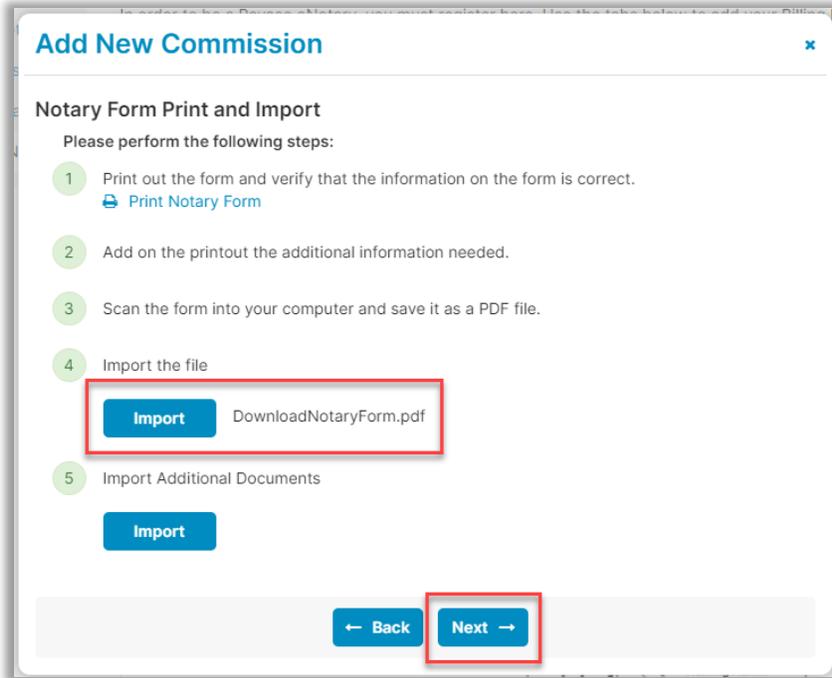
_____ personally appeared before me, and being first duly sworn, I attest that he/she signed this affidavit in the capacity designated, if any, and further I state that he/she has read this affidavit.

Sworn to and subscribed before me this ____ day of _____ by above applicant _____

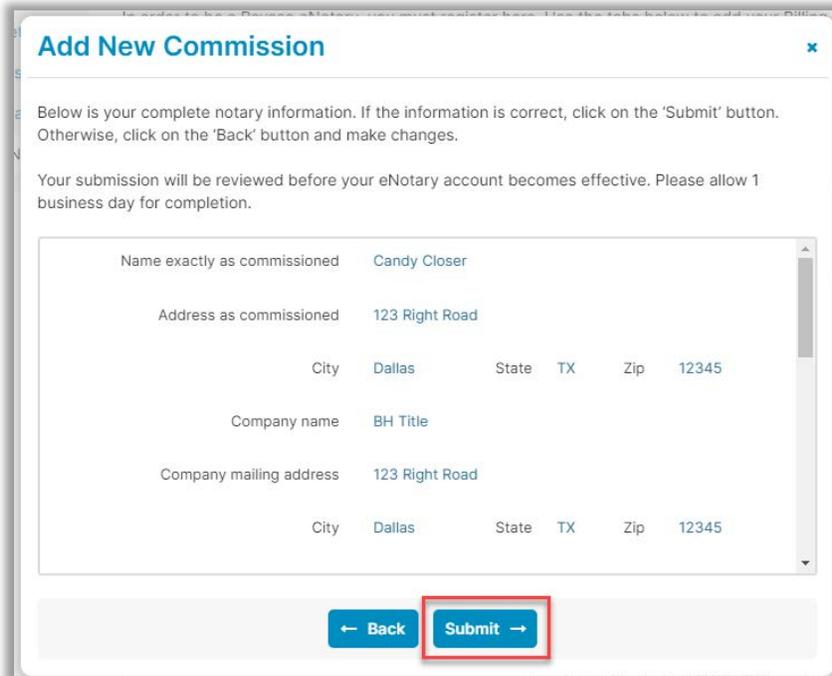
Commission Expiration Date: ____/____/____
State: _____

Once the Notary form is complete, scan it back to your computer. Select **Import** and choose the file. Once imported, select **Next**.

Note: If the current session being logged in expires, you will need to begin this process again. If possible, have this form completed and uploaded within your same session.



Confirm all information is correct and select **Submit**.



Once your information is submitted, it is reviewed by our Support team. Your status under the Notary Commission Information tab will showing as **Pending**.

The screenshot shows the Pavaso user interface for Notary Commission Information. The page title is "Notary". Below the title, there is a navigation menu with tabs: "Notary Billing Information", "Notary Information", "Notary Commission Information" (which is selected), "Notary Certificate Information", and "Notary Admin".

Under the "Notary Commission Information" tab, there are three buttons: "Add New Commission", "Download Signature", and "Upload Signature". To the right of these buttons is a dropdown menu showing "TX".

A red box highlights the status message: "Status: PENDING (You submitted this commission information on 09/20/2022 and is currently being reviewed)."

Below the status message, the following information is displayed:

- Name exactly as commissioned: Candy Closer
- Commission number: XYZ8347
- Appointment date: 09/01/2022
- Expiration date: 09/01/2025
- State: TX
- County: Austin
- Notary seal: A circular seal for "NOTARY PUBLIC STATE OF TEXAS" with a star in the center. To the right of the seal, it says "Training Admin My Commission Expires 1/20/2025".

At the bottom of the page, there are several links: "View form", "Re-Import", "Additional Documents", "Download Seal", and "Download Form".

Once our Support team has approved your information, you will receive email confirmation. Your status will also show as **Active**. You can now electronically notarize on Pavaso.



The screenshot shows the Pavaso Notary interface. At the top, there is a navigation bar with the Pavaso logo and links for Home, My Messages, My Team, My Company, Help, and the user name Candy Closer. A left sidebar contains menu items: General Information, Notification Settings, Change Password, Manage Applications, and Notary. The main content area is titled "Notary" and includes instructions for registration. Below this are tabs for Notary Billing Information, Notary Information, Notary Commission Information (which is active), Notary Certificate Information, and Notary Admin. Action buttons include "Add New Commission", "Download Signature", and "Upload Signature", along with a state dropdown menu set to "TX". A red box highlights the "Status: ACTIVE" text. The commission details are as follows:

Name exactly as commissioned	Candy Closer
Commission number	XYZ83748
Appointment date	01/20/2020
Expiration date	01/20/2030
State	TX
County	Austin
Notary seal	

At the bottom of the page, there are links for "View form", "Re-Import", "Additional Documents", "Download Seal", and "Download Form".

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](#)