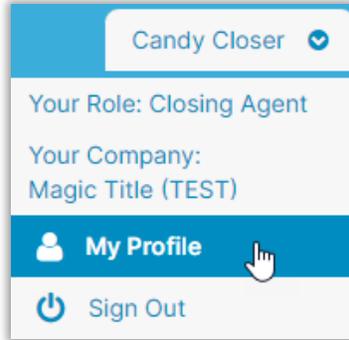
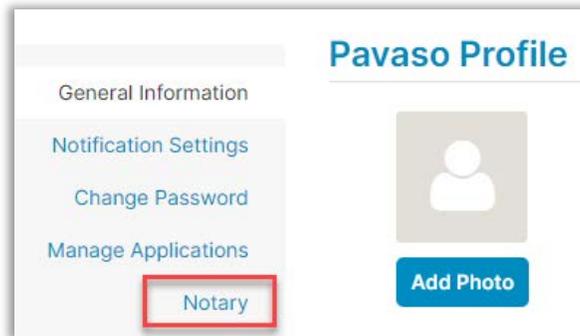




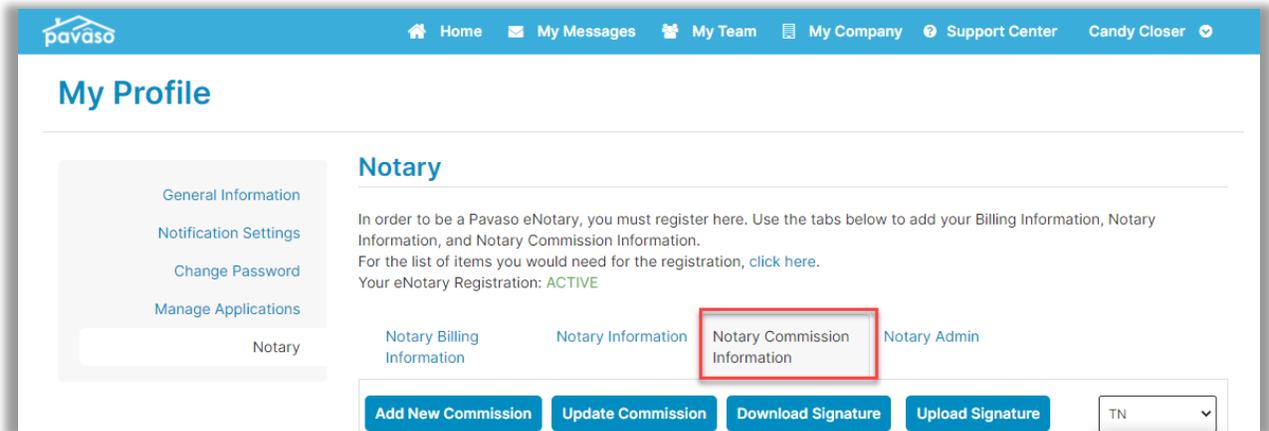
Log in to your Pavaso account. Hover over your name in the top right corner and select My Profile.



Select **Notary** from the menu on the left.

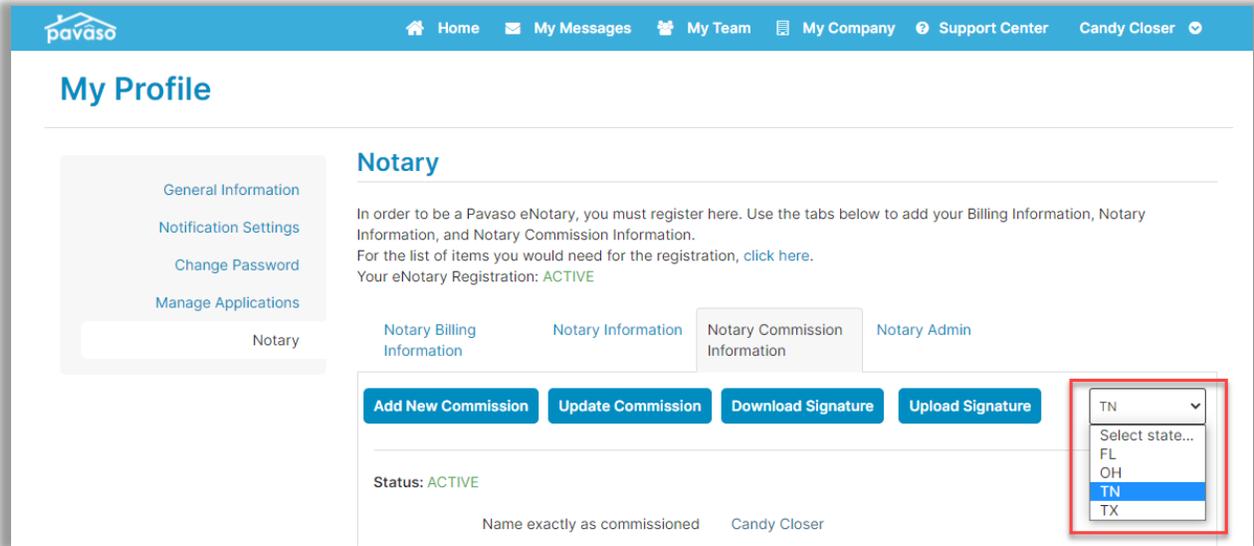


Select **Notary Commission Information**.

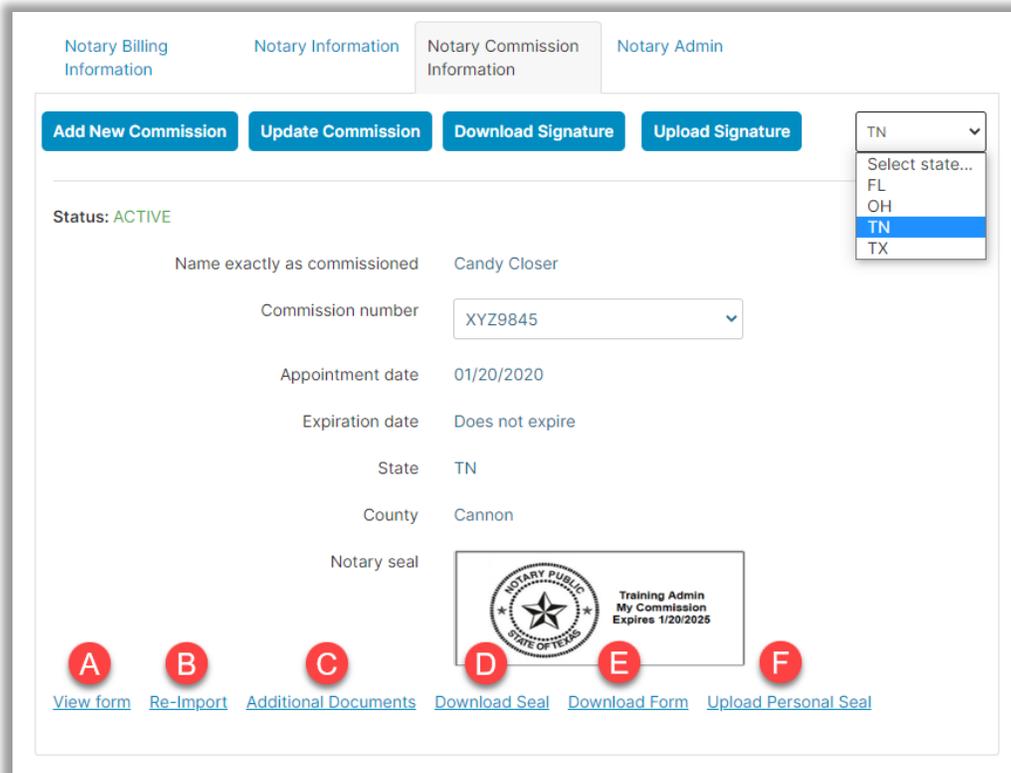




Select the state in which you have an active commission. You may only see one state in this list.



There are several options inside the Notary Commission Information tab that allow you to add or extract information from your Pavaso profile.





A. **View Form:** View the form uploaded when eNotary commission was approved in Pavaso.

NOTARY AFFIDAVIT OF IDENTIFICATION

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

- Place your current valid driver's license in the area provided.
- Share the form with your current Notary Seal in the area provided. Sign and date it in the presence of a notary.
- Make a copy of your current Notary Commission (both sides if there is information on the back) and include it with this form.
- 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: Training Admin
Address Exactly as Commissioned: 331 Edgeworth Lane
City: Dallas State: TX Zip: 75243-6324
Company Name: My Notary Service
Title: _____
Company Mailing Address: 331 Edgeworth Lane
City: Dallas State: TX Zip: 75243-6324
Contact Number (555-1234-5678) Date of Birth (MM/DD/YYYY): 01/22/1980
Email Address: trainingadmin@pavaso.com

Notary Commission Information

Commission #: 5533124
Appointment Date: 05/20/2020
Expiration Date: 05/20/2025
County / Parish: Tullahoma
State: TN

Training Admin
Signature of Applicant

Notary Seal of Applicant

Training Admin
My Commission Expires 1/20/2025

Sworn to and subscribed before me this 23 day of April, 2020, by above applicant: **Training Admin**

Commission Expiration Date: 05/20/2025
State: TN

John Smith
Signature of Attending Notary

John Smith
My Commission Expires 2/20/2025
Notary Seal

- B. **Re-Import:** If necessary, the eNotary form in step A can be re-imported.
- C. **Additional Documents:** Some states may require additional documents to be uploaded to the eNotary provider. You can add those documents here.
- D. **Download Seal:** Extract the digital seal generated by Pavaso. Select Save to download the stamp in any of the available formats. Select either **In Person Electronic Notarization** or **Remote Online Notarization**.

Notary - State Seal

Your State has multiple seal configurations. Please select which seal(s) you would like to Save and download.

In Person Electronic Notarization Remote Online Notarization

CANDY CLOSER
State of Tennessee
Online Notary Public
County of Cannon
My Commission Expires:
Does not expire

CANDY CLOSER
State of Tennessee
Online Notary Public
County of Cannon
My Commission Expires:
Does not expire

Cancel **Save**



- E. **Download Form:** Generate a form that includes the eNotary seal, signature, and IPEN or RON indicator.

Note: The seal may not display the verbiage for IPEN or RON in the portal. The downloaded version of the document will display the appropriate text.

Document with Seal and Signature

Note: Your State has multiple seal configuration options. Please select which seal configuration you would like to added to this form.

Remote Online Notarization
In Person Electronic Notarization
Remote Online Notarization

State of Tennessee

County of Cannon

On this 12/28/2022, this document is a true, exact, complete, and unaltered copy made by Pavaso for the purpose of notary application with the State, the original of which is held within the Pavaso platform.

To verify the authenticity of this document, please visit:
<https://documentcertification.pavaso.com>

Cancel Save

E-signed by Candy Closer on December 28, 2022 02:14 PM CST

CANDY CLOSER
State of Tennessee
Online Notary Public
County of Cannon
My Commission Expires:
Does not expire

Notarized remotely via audio/video communication.

- F. **Upload Personal Seal:** Some states may allow for a personal seal to be used. This can be uploaded here.

Pavaso Support

Business Hours: Monday – Saturday 7:00 AM – 8:00PM CST

Email: support@pavaso.com

Phone/Closing Hotline: (866) 288-7051

24/7 Online Help Library: Log in to your Pavaso account and select **Support Center** next to your name.