



# bluenotary

## Quick Start Guide

# Step Into 2026

## with

## Confidence:

# RON Training

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## Quick Start Guide

### Step 1:

[CLICK HERE](#) to create a BlueNotary account

Be sure to choose “Notary” as your account type when prompted

### Step 2:

Once you are logged into the homepage, you will see three Getting Started onboarding tiles at the top of the home page:

RON approval document, Stripe Payout Details, and Notary Profile.

**The RON approval Document** is the letter/email/certificate that will show you that you approved to do RON from your SOS. Upload a copy of this document.

**Stripe Payout Details**- Stripe is the payment processor that we use to pay you out for doing work on the platform. We also have an invoicing integration with Stripe for our Notary Pro members to invoice their clients and be paid directly through Stripe. Stripe is free to set up if you do not already have an existing Stripe account.

**Notary Profile Details**- Enter your full name exactly as shown on your commission (include your middle name or initial beside the first name if shown on your commission), the state you are commissioned in, your commission number, and your commission expiry date.

If you do not have a commission number, please enter N/A.

If you do not have your commission expiration date, please enter a future date for now. This can be updated later.

Once all these steps are completed, your account will be under review and will be approved within 24-48 hours. If it exceeds that, or you wish you have your approval expedited, feel free to reach out to [joey@bluenotary.us](mailto:joey@bluenotary.us).

### Step 3:

Create your digital signature. [Check out this video for instructions](#)

Your E-seal and digital certificate will automatically be generated for you to use on the platform, and are free with your Notary Pro plan.(View your E-seal under your manage tab)

#### Step 4:

Familiarize yourself with the BlueNotary platform and RON processes by viewing these helpful tutorials which are located in the training page of your BlueNotary account.

[Live Call Script](#) \*\*For specific requirements for your state, please refer to your state laws.

[Watch a Full Online Notarization Session | BlueNotary](#)

[How to Invite a Signer for a RON session](#)

Notary Pro members- [How to Set Up Custom Branding/Whitelabeling for Signers](#)

In addition, here is a comprehensive list of [BlueNotary Tutorials](#)

#### Step 5:

Access the Session Simulator and Test with Friends\* tools located on the homepage. These two tools are going to give you access to practice on the platform so that you can familiarize yourself with your tools and menu options, and invite a friend or family member to act as a mock signer for you so that you feel confident and prepared before you start meeting with your paying clients. *Challenge yourself to do two test sessions this week and feel free to reach out to BlueNotary live chat support if you have any questions.*

#### Additional Resources



##### Session Simulator

Practice the BlueNotary session flow in a simulated environment.



##### Test With Friends

Invite friends for a test session to ensure your setup works

\*Join our [Facebook group](#) to be paired with another notary for Test with Friends through our Test with Friends Pairing program.

#### Step 6:

To upgrade to Pro, click the "Upgrade Account" on the bottom left of your homepage. Your exclusive discount will already be embedded into your account.

## **What You Get with our Annual Notary Pro Plan:**

### **Core Money-Making Features:**

Invoice Clients at your own rates - (keep more of what you earn)  
Access to Templates - (save hours on every job)  
Whitelabeled Branding - (look like the pro you are)  
Pre-Tag Documents - (faster sessions, happier clients)  
Advanced Notary Training Courses - (get certified, get paid more)  
Perform Loan Signing & Estate Plannings - (access higher-paying work)  
IPEN (In-Person Electronic Notarization) - (double your service offerings)  
Multi-Signer Sessions - (handle complex deals with ease)  
DC & eSeal Included - (everything you need, nothing extra to buy) \$79 value  
Access to Open Calls - (Join the BlueNotary Network)  
Invoice via BlueNotary - (bill clients directly through Blue)  
Access to LEDGER! - (save TIME & MONEY on your taxes, (stop overpaying the IRS)) - \$120 value  
Custom "My Session Link"  
Professional Training Library Included:

### **1-Year Members Get:**

RON Advanced Training & Certification (\$99)  
Estate Planning: Everything You Need to Know (\$39)  
eClosing: Everything You Need to Know (\$39)  
RON Essentials Training Course (\$29)  
Handle Any Document Type Confidently! (\$19)  
Marketing Mastery (included)  
Florida members: Required 2-Hour RON Training (\$29)

Total training value: \$215

**1-Year Total Value: \$738 (You pay just \$207 - Save \$531!)**

### **3-Year Members Get ALL Above PLUS:**

BlueMastermind: Transformative RON + Loan Signing Agent Training & Certification (\$297)

Total training value: \$512

**3-Year Total Value: \$1,712 (You pay just \$504 - Save \$1,208!)**

*As a participant in this event, we have arranged an exclusive discount for your Notary Pro Annual Plan. If you have created an account directly through [BlueNotary.us](http://BlueNotary.us), please reach out to [joey@bluenotary.us](mailto:joey@bluenotary.us) so that your account can be adjusted to reflect this special pricing for Ms. Elaine Harris Wright's attendees.*