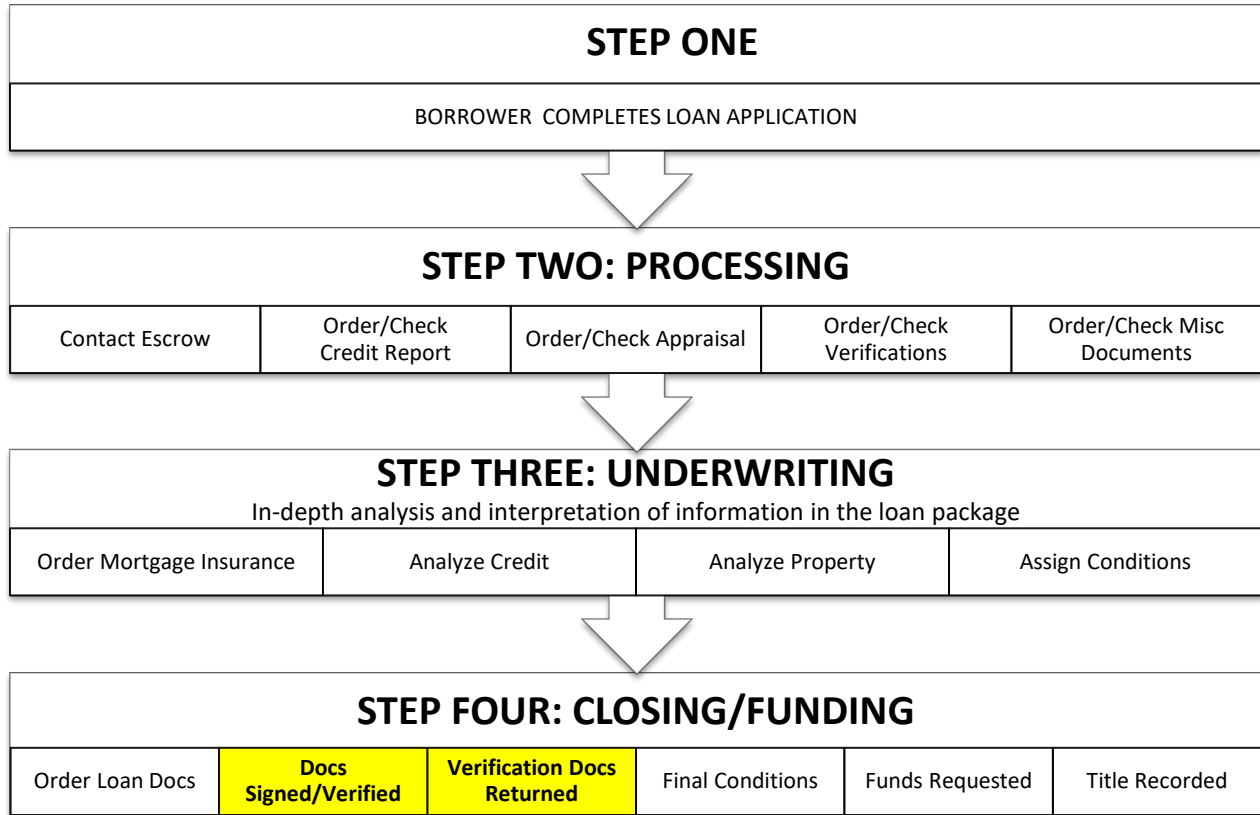




30,000ft view of TYPICAL LOAN PROCESS

(and where the Notary Signing Agent fits in)



YOU, the NSA, are responsible to

1. **CONFIRM** appointment with borrowers / signers and follow instructions
2. **RECEIVE** or correctly print loan documents from hiring company; resolve any document issues / questions in a timely fashion
3. **TRANSPORT** loan docs to signing location safely and on time
4. **EXECUTE** loan docs with borrowers: *verify signer IDs, understanding, and willingness; make notary journal entries; explain process; identify loan docs to borrowers; indicate where signatures / initials are required; witness signatures; perform necessary notarizations; perform quality control (QC) check before departing signing table; communicate with hiring company / title company / lender as instructed*
5. **RETURN** documents as instructed by hiring company; perform any post-signing instructions

(OBEY. THE. LAW.)

NSA 101 WORKSHOP