



## Steps to Notarize Your Document

### Requirement: Install Zoom App

In order to facilitate your notarization, each signer will need to supply their home address and date of birth.

You'll receive an email with a link to upload your documents to Dropbox. If possible, please fill in all blanks of your document except your signature and date before uploading your document.

Once the information is received from everyone, everyone will receive an email with very detailed instructions. The highlights are:

1. 15 minutes prior to our appointment, you will get an email to start your ID Quiz, this is 5 questions about you. (this email might go to spam, junk or promotions) You'll have 2 minutes to answer the questions. You'll need to answer 4 correct questions out of 5. If you just changed your last name, please provide your previous last name. Also if your name is hyphenated, use your common name. Example: Jane Jones-Smith and you use Jane Smith. Provide Jane Smith to the notary for your security questions.
2. Once you pass the quiz, you'll receive another email with a link to upload your ID. Take a good photo and follow these tips:
  - a. Use a flat dark surface
  - b. Lay the ID flat
  - c. Use natural light not your flash
  - d. Capture this photo with your cell phone camera
  - e. Do not cut off any edge of the ID in the photo. It should show all 4 corners.
3. After that upload is successful, you will receive an email with a zoom link to join me in the session to sign the documents.
4. Once the zoom session is completed, the notary will send you an invoice to pay before the notarized documents are released. You'll receive an email to download your documents from a secured site. You'll have 5 days to download your documents.

Let me know if you have any questions, please contact us at 702-706-3439.