

# I'm the signer. How do I do this?

If your document(s) are being remotely notarized by an online notary, you will have probably received a notification from DocVerify where you may have to do the following below.

- Capture your ID
- ID verification
- Adopt your signature
- Connect via web cam with the notary to complete the notarization

## Capture your ID

If you are required to provide a copy of your driver's license as well as a face pic, you have two methods of sending those pics to the system.

1. Click the "**Capture / Upload License and Face**" button



2. Now select the method you wish to send the pics to the system. We highly recommend attaching and uploading the images in order to ensure the highest quality possible, but you can also use the SMS method for sending them one at a time.

### Capture License and Photo ✕

**What's Required**

- FRONT Pic of Drivers License
- BACK Pic of Drivers License
- FACE Pic

**What's Needed**

A device with a camera to capture with.

**Recommended - Attach and Upload**

Use Text SMS - BETA

3. Depending on which method you selected the process will vary.
  - **Attach and Upload**
    1. After you have taken pics of the front and back of your license as well as a face pic, simply click the "**Select**" button next to each of the respective image boxes and attach the images.
    2. Once all images have been selected, click the "**Upload Images**" button.

### Capture License and Photo ✕

Make sure the pics of your license are taken in landscape mode as show below.



▶ **FRONT Side Drivers License**

▶ **BACK Side Drivers License**

▶ **Your Face Pic**



- **Use Text SMS**

- After selecting this option, you will have to enter your mobile number as a cell phone is required for this option. After you enter your mobile number, click the "**Begin SMS Pic Capture**" button. It is VERY important that you follow the instructions carefully otherwise the images may get rejected.

### Capture License and Photo ✕

The SMS/MMS feature will allow you to send the required **FRONT & BACK** pics of your license as well as a **FACE** pic via text using your mobile phone.

**Instructions:**

1. Enter your mobile number. Area Code & Number
2. Click "Begin SMS Pic Capture" to begin
3. Once you receive a text, reply to the text with the requested pic.

### **ID Verification**

In most cases, if you received a remote notary notification, you must have to have your ID verified as it is a state requirement. Please note, this process is VERY IMPORTANT.

Note: If you do not enter the proper information or fail to properly answer the questions, by law the notary will not be able to continue with the notarization; therefore, accuracy is of the utmost importance when filling in your information.

**ID Verification Instructions:**

1. Fill in **all** the required fields. It is best to use the information from your current driver's license.
2. Click the "**Start Verification**" button after all fields are filled properly.

Note: Some of the fields may be pre-filled if the ID capture process was required.

**Adopt Your Signature**

Adopting your signature is easy. Simply type your name in the box as instructed because it must match what's in the system.

Optional: You can in some cases also draw your name in addition to typing it.

**Web Cam - Final Step**

After your identity has been verified, and you have successfully adopted your signature you can start the web cam with the notary if the notary is also online and ready to complete the notarization.

Note: This process requires that your system have both a camera and microphone. Additionally, a good internet speed is also required as the video/audio requires high data transfers that slower internet connections may not be able to handle. You can use our [Connection speed test](#) tool to check your internet speeds.

If you're having trouble with your web cam, please look at our troubleshooting section. [Video troubleshooting](#)

Should you have any questions, please feel free to contact me at 361-960-5250(phone calls only, NO Text) or [txremotenotary@gmail.com](mailto:txremotenotary@gmail.com)

Margaret Hall, Notary Public

Remote Online Notary – Commissioned in Texas

[www.txremotenotary.com](http://www.txremotenotary.com)

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