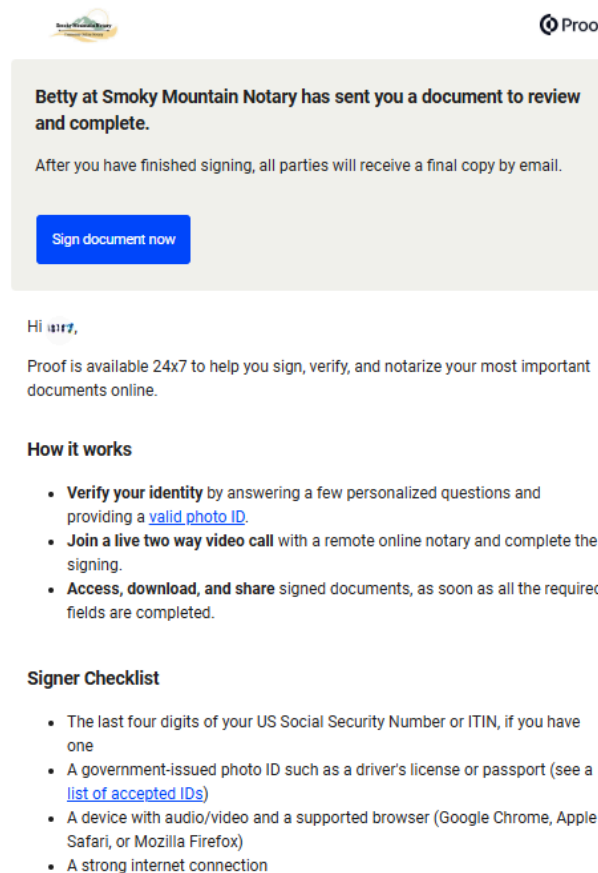# Instructions for Proof Online Notarization

1 - You will receive an email inviting you to the online session. There are also brief instructions on how the online notarization works and the types of IDs accepted.

To continue hit the blue "Sign document now" box and it will take you to the next step.

2 - If this is your first time using this platform, create a password - you will be able to access your completed document anytime from the platform.

3 - The next screen check the box to accept terms & conditions for the online notarization and then click the blue "Agree & continue" box to proceed to the next step.

4 - The next screen will give you instructions again and even a video you can watch with more instructions if you like. If you are on a computer but would rather continue on your smartphone you have the option of scanning the QR code to continue on your smartphone, if you choose. When you are ready to continue hit the blue "Notarize now" button.

Smoky Mountain Notary has sent you a document to notarize online

This will take about 15 minutes to complete.

1. **Review your document**
   Read the contents of the document before signing in front of the notary.

2. **Verify your identity**

3. **Connect with a notary on a video call**

4. **Download your completed documents**

[Notarize now]

By clicking "Notarize now", or signing up with your Google account, you are agreeing to the General Terms. For information on our privacy and data use practices please see our Privacy Policy.
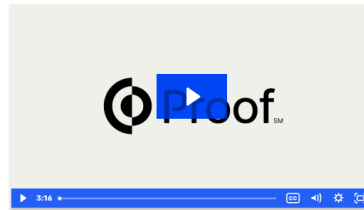
Want to use your phone for the meeting?

Scan the QR code to set up your audio and video and get your document notarized using your phone.

5 - After you click "Notarize now" you will be taken to the next screen where you will be able to review your document before you meet with your notary. If there is anything that needs to be filled in by you you can do that now, but you won't be able to sign until you are on camera with the notary. When you are ready to proceed hit the blue button in the right hand corner that says "Continue"

6- The next screen will take you the Verify Your Identity section. Here you will type in your name as it appears on your driver's license or the ID you are using. Also enter your birthdate and the last four digits of your social security number or Tax Identification Number. Then hit the blue "continue" button.

¡¤¤¤, let's verify your identity

To do that we will collect some information and then ask you some questions.

Your name as it appears on your ID

First name *   Middle name   Last name *

[   ]   [   ]   [   ]

+ Add pronouns (optional) ❓

Your date of birth

Month *   Day *   Year *

[**]   /   [**]   /   [****]

Last 4 digits of your SSN or ITIN * ❓

[X X X X]

[**Continue**]

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7 - On this screen you will enter your home address and click at the bottom if you are physically located at that address at the time of this online notarization (clicking yes or no will not affect the notarization process). Then click the blue "Continue" button.

¡¤, what's your home address?

Provide your current or most recent U.S. address. Please do not add a PO box or business address.

Country *

[United States   ▾]

Street Address *

[   ]

Apartment, suite, etc (optional)   City or town *

[   ]   [   ]

State *   ZIP Code *

[▾]   [   ]

Are you currently physically located at your home address? *

This information will be recorded in the notary's log. It will not impact your notarization.

◯ Yes   ◯ No

[← Back]   [**Continue**]

---

8 - On the next screen you are accepting the terms, again, that you will be using an online notary, the entire session will be audio-video recorded for record retention, and you are agreeing to using an electronic signature for this transaction. Check the box and hit the blue "Agree & continue" box to proceed.

Welcome!

We have updated our legal terms and conditions. Please read the terms carefully before continuing.

- General Terms
- Privacy Policy

☐ I, ..., have read and accept the terms and conditions.
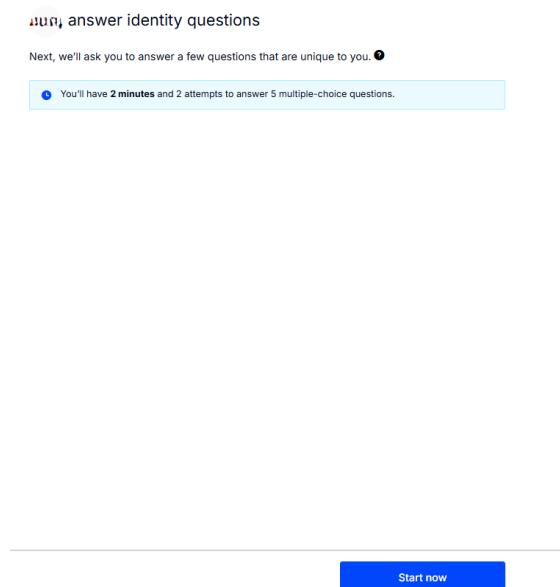
Log out   Agree & continue
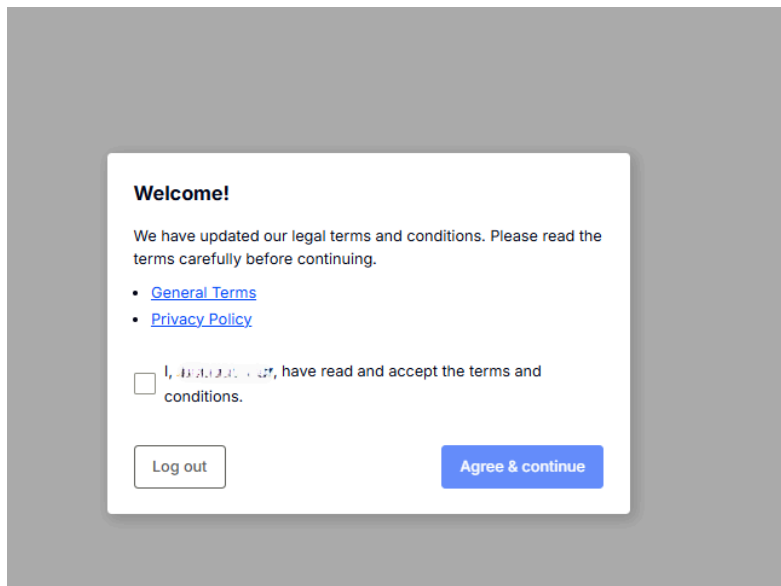
9 - The next step will take you to the Knowledge-Based Authentication (KBA) part of the ID process. Here you will answer 5 multiple-choice questions generated from your public information. Examples of the questions you might be asked are: streets you lived on, color or make of vehicles you owned, etc.

Keep in mind you only have 2 minutes to answer these questions and you can only get one wrong in order to pass. You will only have 2 chances in a 24-hour period to pass the KBA

When you are ready to proceed with KBA hit the blue "Start now" button.

answer identity questions

Next, we'll ask you to answer a few questions that are unique to you. ❓

ⓘ You'll have **2 minutes** and 2 attempts to answer 5 multiple-choice questions.

Start now

10 - This section will verify your driver's license or other ID you are using. If you are using a computer you can do this section on your smartphone, which is recommended. Click the blue "Continue" button to proceed.

, let's verify your identity.

We'll need to verify your identity with a government-issued ID

Choose your device

Recommended

📱

Use mobile phone

Fast & reliable verification

🖥️

Use this device

Webcam required

What you'll need

- A valid government-issued photo ID
- Good lighting conditions
- Clear, unobstructed view of your ID
- All four corners visible in the photo

🔵 What are acceptable forms of ID?

🔒 Your privacy is important to us. All data is encrypted and securely stored. Images captured are used for verification purposes only.

Continue

11 - Enter the country of the ID you will be using and the type of ID it is (driver's license, passport, etc). Click the blue "Continue" box to proceed to the next step.

What type of ID do you have?

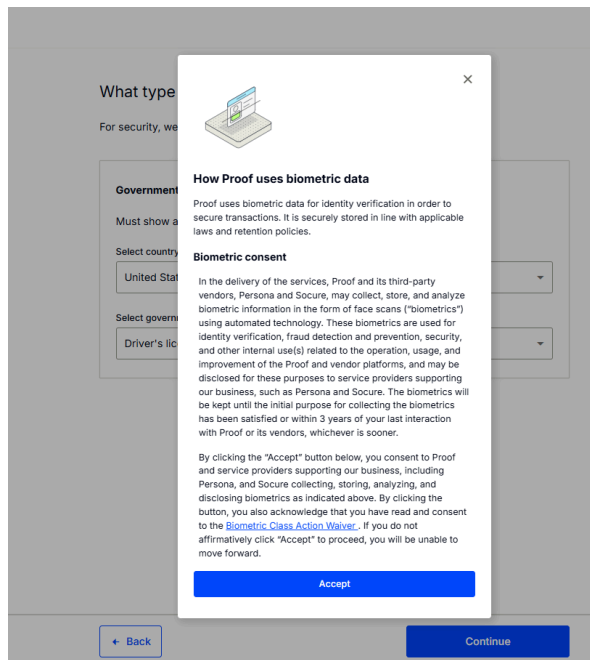For security, we must capture a government ID for verification.

Government Issued ID

Must show a photo of your face, date of birth, and expiration date.

Select country

United States ▾

Select government issued ID

Select ID ▾

← Back   Continue

12 - On this screen it is asking you if you accept the biometrics consent. To continue hit the blue "Accept" and then the blue "Continue" box.

13 - If you chose to continue the ID process on your smartphone a screen will pop up with a QR code for you to scan with your phone to take a picture of your ID. Scan QR code with your smartphone to continue.
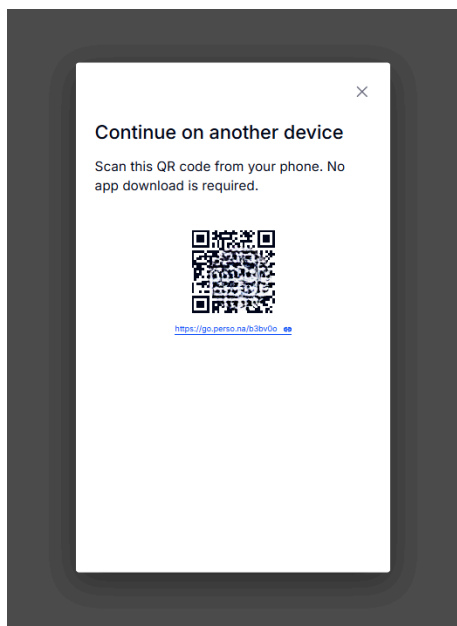
14 - It will ask you on your phone "Did you switch from another device?" Click the blue "Continue" box.

Front of driver license

Take a clear photo of the front of your driver license.

Did you switch from another device?

We noticed you are using a different device than the one you started with.

If you didn't request this link from Proof, please close this page.

Continue
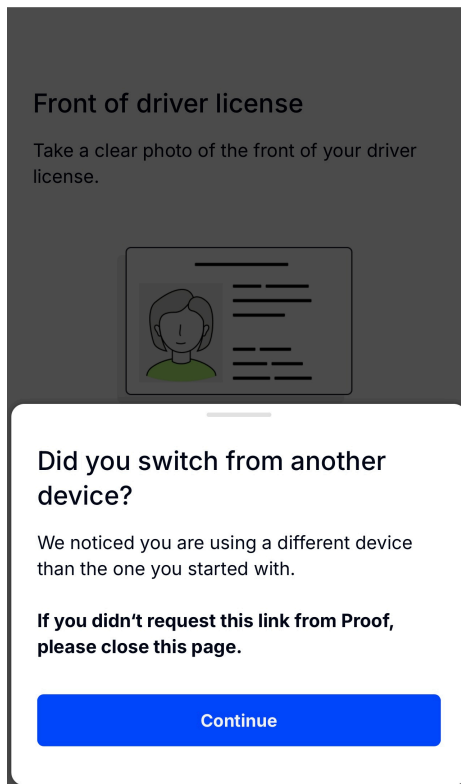
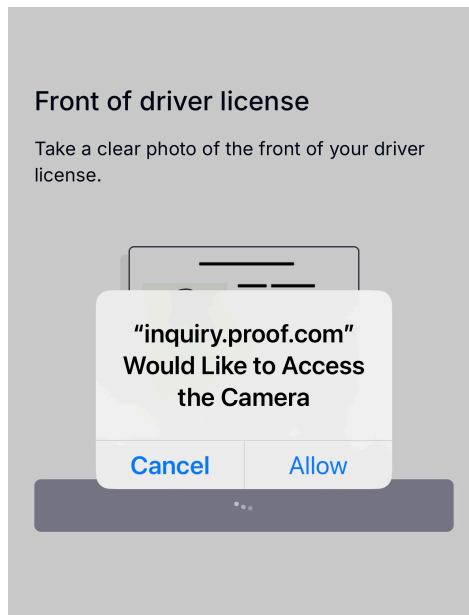15 - From here you will take a photo of the front of your your ID. Make sure to get all 4 corners of the ID you are using in the photo. It's best to use a dark background, if possible.

Front of driver license

Take a clear photo of the front of your driver license.
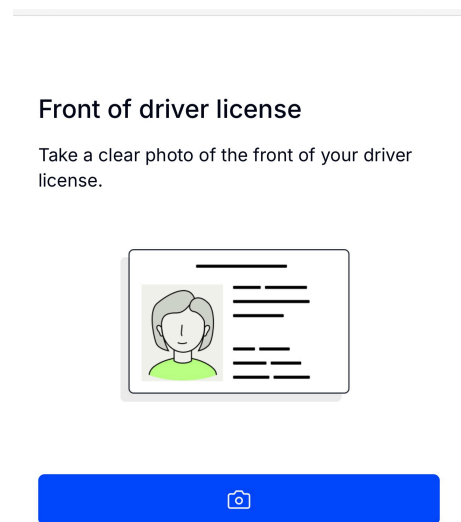
16 - A screen might pop up that needs permission to use your camera on your smartphone, hit "Allow" to be able to take the photo.

Front of driver license

Take a clear photo of the front of your driver license.

"inquiry.proof.com" Would Like to Access the Camera

Cancel   Allow

17 - After it captures the front of your ID it will ask you to turn it over and get a photo of the back of the ID.

● Autocapture on

Take a clear photo of the back of your driver license.

Back of ID

ⓘ Capture Tips
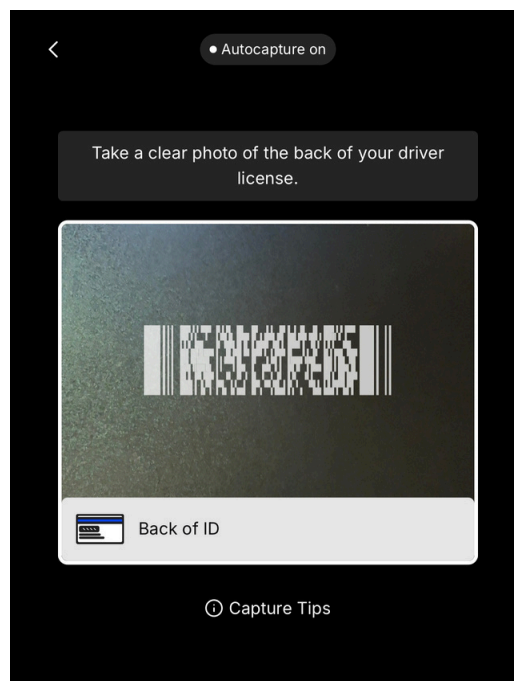
18 - This screen will come up while it's processing your ID.

Processing ID

Please wait as we process your uploads. This
may take a few seconds.

19 - After it finishes processing the ID and it's successful you will see a screen that pops up that says "Congratulations, you're done!" and you can return to your computer or other device to continue.
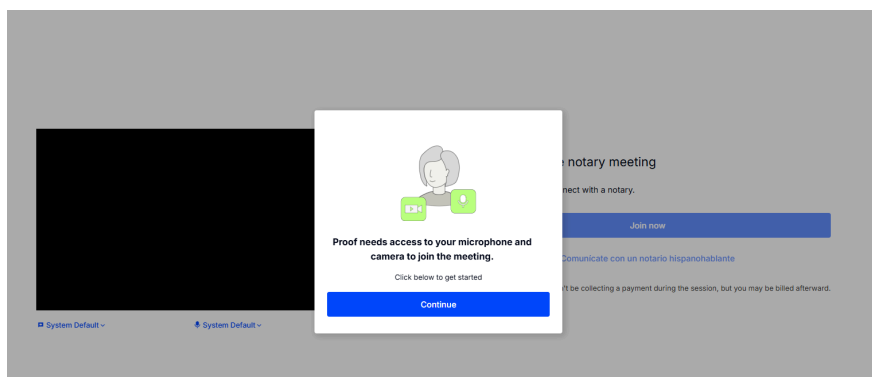
*If for any reason the ID process isn't accepted double check the spelling of your name that was entered compared to your ID and also make sure the ID is not expired.

Congratulations, you're done!

Return to your previous device to finish.

20 - You'll need to allow access to your microphone and camera to complete the online notarization. Hit the blue "continue" box to go to the next step.

Proof needs access to your microphone and
camera to join the meeting.

Click below to get started

Continue

notary meeting

nect with a notary.

Join now

Comunicate con un notario hispanohablante

't be collecting a payment during the session, but you may be billed afterward.

System Default ⌄   System Default ⌄

21 - On this step hit either "Allow while visiting this site" or "Allow this time" to use your camera and microphone. The entire online session needs to be audio-video recorded for the online notarization process.
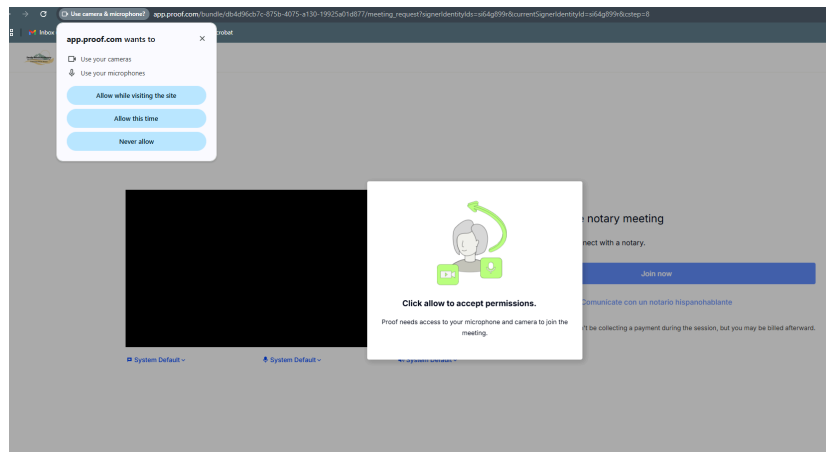
22 - Then click the blue "Join now" and you will be connected to your notary!

From there you and the notary will meet live and you will sign your documents and the notary will notarize them for you.