## **ONLINE NOTARY STEPS**

 You will email the document you need notarized in PDF form to your notary at info@SmokyMtnNotary.com

Your document can already be filled out but do NOT sign until you meet with your notary online via Zoom. You will be signing your document online with the notary.

Your notary will prep your document for signatures and notarizations. Then You will both agree on a meeting day and time.

2. At the agreed upon time of your online session you will receive an email from SIGNiX saying "Your documents are available online for viewing and signing. You will also be provided a link to access your documents and zoom session.

Your documents are ready to review: Demo only						
SIGNIX eNotary Tennessee Online Signatures <noreply@signixmail.com> 2:22 PM</noreply@signixmail.com>						
To:						
Dear Test Test,						
Your documents are available online for viewing and signing.						
To access your document, click here:						
https://www.signix.net/enter.jsp?m=102&i=9IRc5Kd6wwESsIBfvkUySF						
If you have any questions, please contactions						

3. Enter the expiration date of your ID

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- 4. Accept legal consent.
- 5. Enter Social Security number (NO dashes)
- 6. Enter Birth Date (00/00/0000)

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You've been asked to review and sign documents online. It's easy!				
To get started, you need to agree to receive electronic documents using the electronic signature service under the terms of the E Sign Lega choosing Accept below. This will confirm that you are able to access all of the documents provided to you in electronic form and you agree the terms of service.	l Consent by to be bound b	y		
To confirm your identity please enter the information below. Click Next to continue!				
Road Legal Conserver. Agree to Legal Conserve and Terms of Service? O Accept: O Decline				
Social Security Number (9 digits, no dashes)				
Date of Birth (mm/dd/yyy)		H		
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7. Then you will be directed to the Knowledge Based questions. These are 5 questions to establish your identity and are generated on over 30 years of your public database information. Please carefully consider your choices. YOU ONLY HAVE **2 MINUTES** TO COMPLETE THE QUESTIONS.

\*If you fail this step twice – we will not be able to move forward with the online notarization for 24 hours.

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 After you complete the Knowledge Based Authentication (KBA) you will be directed to the second step of the ID Process – uploading the front and back of your government issued ID. Tips for capturing pictures of your ID: -Place ID on a dark surface

-Make sure all corners of ID are visible in the photo

- -Try not to get a glare when taking photo
- 10. After you pass the two-step ID process you will select a password (if you can't think of one just use Notary12!).

Use a default signature or choose a custom signature. Then click "Lets Go" and it will take you to your documents, finally!

Test, Let's Create Your Signature	
First, choose a password. This password will protect your electronic signature and let you access your signed documents after you've finished. Then, choose the style your signature and initials from the options below.	e of
Please create a secret, easy-to-temember password 8-20 characters long. The password must satisfy the following: Letters - Required (at least 2 and can be uppercase and/or lowercase unless stated as Required below) Uppercase Letters - Required (at least 1) Lowercase Letters - Required (at least 1) Numbers - Required (at least 1) Secretal Characters - Required (at least 1) of the following: "IG#\$%�, +=0.110 <sup>-45</sup> <22 (~5)	
Select your password	
Confirm your password	
Use Default Signature/Initial Test Test TT	
Use Default Signature/Initial Test Test TT	

11. You will be taken to your document where you can review or go straight to signing.



12. When you are finished signing the next person (if your document has more than one signer) or the notary will be notified that it is their turn to sign & notarize the document.

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Required	Age:So Date of Birth: Mon Applicant's current.	Finished Signing? Almost done If you're finished with this document(s), tap Finish below to confirm your signatures and other entries on this document(s). If you want to spend more time reviewing the document(s), select <b>Stay Here</b> . You'll see the documents again, and can click <b>Finish Signing</b> at the bottom of the screen when you're done reviewing the documents.	
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13. After all parties have signed the documents and the notary has signed and notarized you will receive another email with a link where you can download your completed e-signed documents.

Any questions please contact Smoky Mountain Notary at 865-386-7398 or email <u>info@SmokyMtnNotary.com</u>