

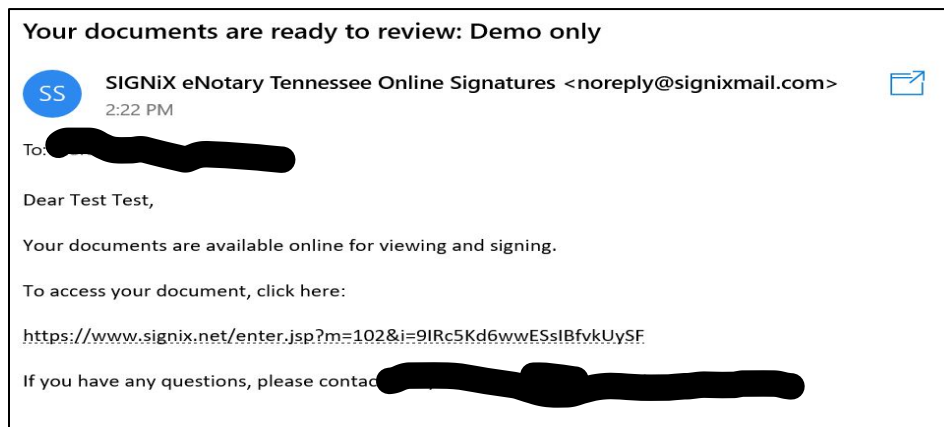
ONLINE NOTARY STEPS

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

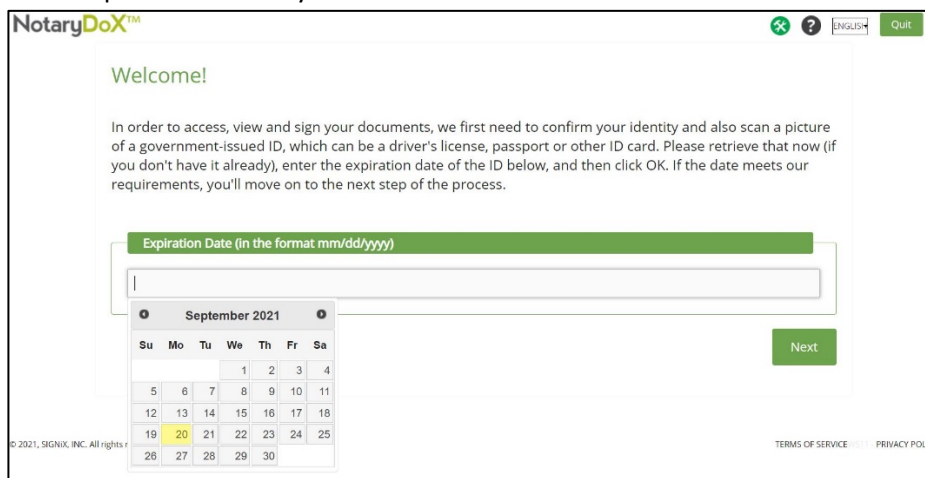
Your document can already be filled out but do NOT sign until you meet with your notary online via Zoom. You will be signing your document online with the notary.

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.



3. Enter the expiration date of your ID



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

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.

9. 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!

NotaryDoX™

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 of your signature and initials from the options below.

Please create a secret, easy-to-remember 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)
- Special Characters - Required (at least 1 of the following: '!@#%&*()_+~=:{}[]^<.>?/,-')

Select your password

Confirm your password

Use Default Signature/initial Test Test TT

Choose Custom Signature

Let's Go

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

NotaryDoX™ Aff Marriage Lice for Incarcerated Applicant (1)

My Progress

Ready To Review and Sign?

Select **Go** to jump right to your first action and let us guide you through the document. If you'd rather go at your own pace, choose **Let Me Review**. Simply scroll or use the **NEXT** and **PREV** buttons at the bottom corners of the screen to jump to unfinished signatures and other tasks.

Let Me Review **Go!**

Sherry W. Knox
Knox County Clerk
Post Office Box 1000
Knoxville, TN 37902

AFFIDAVIT FOR
(Attach to application)

The undersigned Affiant, **Demo**, do hereby certify that:

I am currently incarcerated at **Demo** and therefore I am unable to appear personally in the office of the County Clerk to make application for a marriage license. In accordance with *Tennessee Code Annotated, Section 36-3-104*, I am submitting the following information in support of my application for a marriage license so that I may join in matrimony with **Demo**.

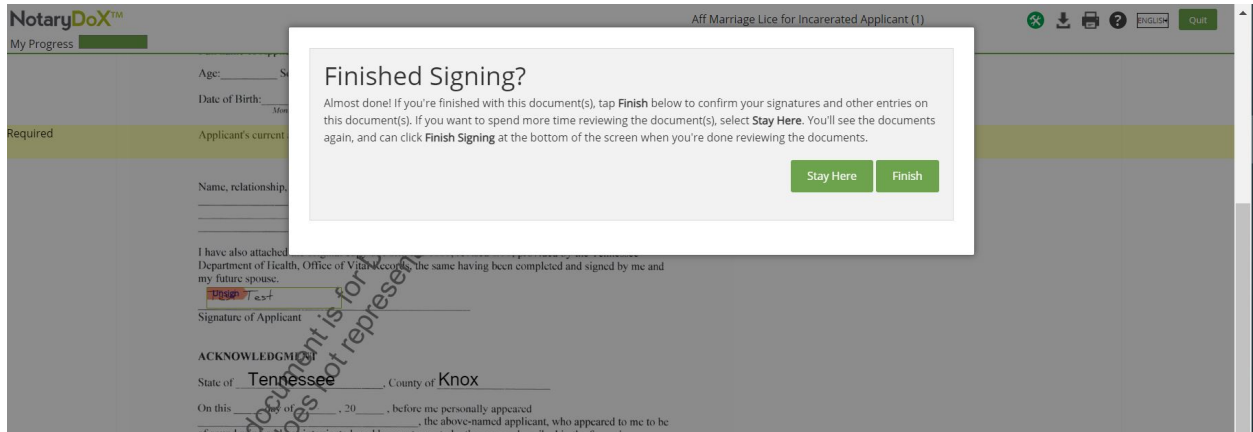
(Full name of future spouse)

Full name of Applicant: **Test Test**

Age: _____ Social Security Number: _____

Date of Birth: _____ Sex of Applicant: Male () Female

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.



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 info@SmokyMtnNotary.com