

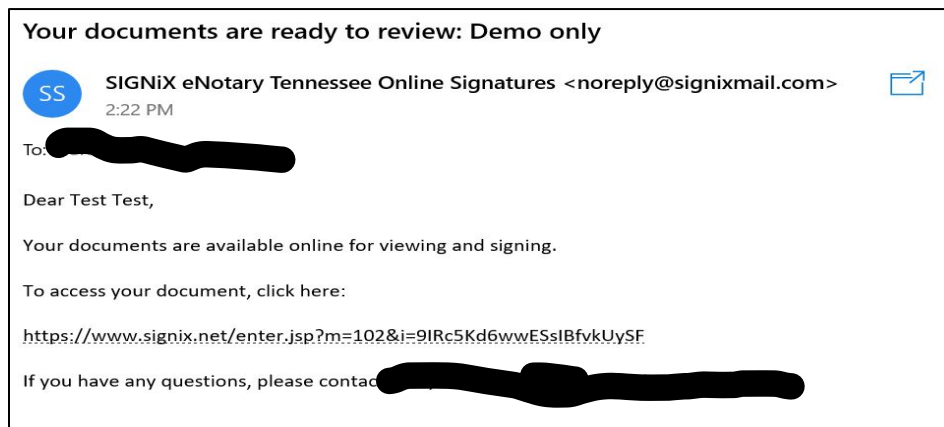
ONLINE NOTARY STEPS

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

The screenshot shows the NotaryDoX™ website interface. At the top, there's a "Welcome!" message. Below it, a paragraph explains the identity verification process: "In order to access, view and sign your documents, we first need to confirm your identity and also scan a picture of a government-issued ID, which can be a driver's license, passport or other ID card. Please retrieve that now (if you don't have it already), enter the expiration date of the ID below, and then click OK. If the date meets our requirements, you'll move on to the next step of the process." Below this text is a form with a label "Expiration Date (in the format mm/dd/yyyy)" and a text input field. A calendar widget is open, showing "September 2021". The calendar has days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-30). The date "20" is highlighted in yellow. To the right of the calendar is a green "Next" button. At the bottom left, there's a copyright notice: "© 2021, SIGNIX, INC. All rights reserved." and at the bottom right, there are links for "TERMS OF SERVICE" and "PRIVACY POLICY".

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

NotaryDoX™

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 Legal Consent by 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 to be bound by the [terms of service](#).

To confirm your identity please enter the information below. Click **Next** to continue!

[Read Legal Consent](#) Agree to Legal Consent and Terms of Service? ☐ Accept ☐ Decline

Social Security Number (9 digits, no dashes)

Date of Birth (mm/dd/yyyy)

Next

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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.

NotaryDoX™

Test. Please Answer the Questions Below

The following questions are designed to establish your identity and are generated based on over 30 years of public database information. Please carefully consider your choices and click **Next** when you've made a choice. **WARNING: You have only two minutes to complete the questions.** If you successfully answer the questions, you will then be able to make a signature and complete the document(s) sent to you.

Which of the following occupations have you not been associated with?

- ☐ Data Entry Operator for 2 years
- ☐ Business Dev
- ☐ Criminal Investigator for 10 years
- ☐ Truck Driver for 10 years
- ☐ None of the above

Which of the following addresses have you not been associated with?

- ☐ 10000 South Lakeside Avenue for 2 years
- ☐ 10000 1st Street
- ☐ 10000 Lakeside Ave
- ☐ 10000 1st Ave
- ☐ 10000 1st Street

Based on your background, in what city is 10000 1st Street?

- ☐ Phoenix Arizona for 2 years
- ☐ Phoenix
- ☐ Tempe
- ☐ Mesa
- ☐ None of the above

In which of the following counties have you not lived or worked previously?

- ☐ Maricopa County for 2 years
- ☐ Maricopa County
- ☐ Pinal County
- ☐ Pinal County
- ☐ Pinal County

Next

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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 "Let's 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 Lic 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!**

AFFIDAVIT FOR AFFIRMATION
(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 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.

The screenshot shows the NotaryDoX™ web application interface. A modal dialog box titled "Finished Signing?" is centered on the screen. The dialog contains the following text: "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 **Stay Here**. You'll see the documents again, and can click **Finish Signing** at the bottom of the screen when you're done reviewing the documents." Below the text are two green buttons: "Stay Here" and "Finish".

The background shows a document form for an "Aff Marriage License for Incarcerated Applicant (1)". The form includes fields for "Age", "Date of Birth", "Applicant's current", "Name, relationship", and "Signature of Applicant". There is also a section for "ACKNOWLEDGMENT" with fields for "State of Tennessee" and "County of Knox". A watermark "Document is for Notary Use Only" is visible diagonally across the form.

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