Guidebook for Users
By Notaryberry

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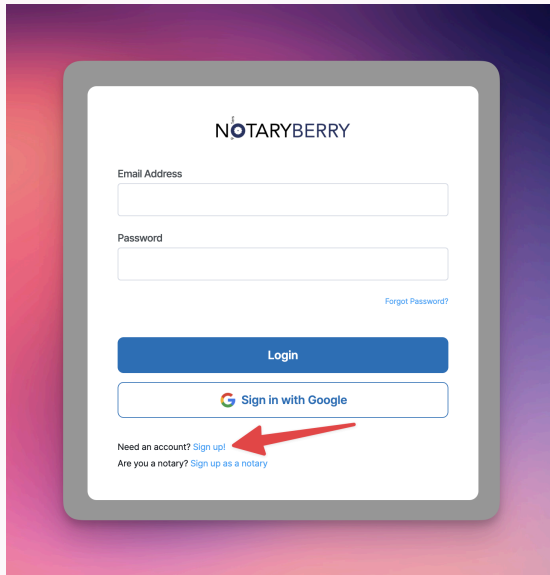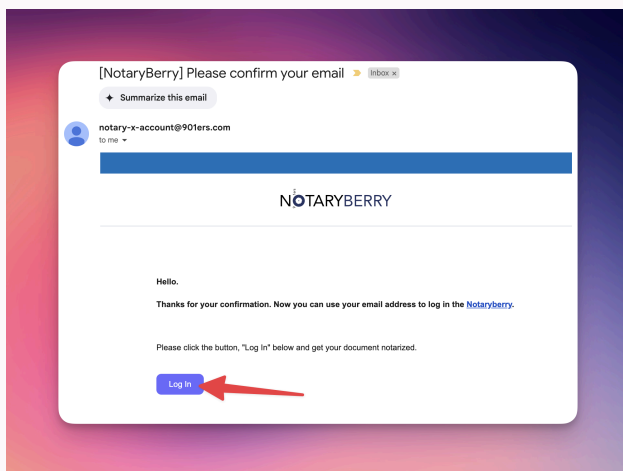# Changelog

- Ver 0.1: Initial Draft
- Ver 0.2: Added Screenshots
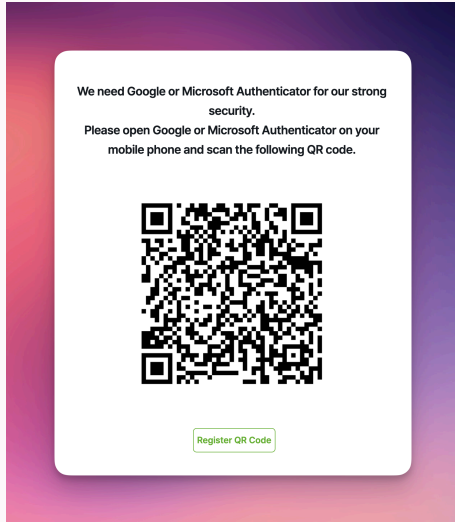
How to use NotaryBerry

I. Creating Your Account

1. Go to [NotaryBerry](#), click the "Login" button and select the "Sign up!" link at the bottom. Fill out all the necessary details to create your account.

2. Once you have created your account, you will receive a confirmation email. Click the link in the email.

We need Google or Microsoft Authenticator for our strong
security.
Please open Google or Microsoft Authenticator on your
mobile phone and scan the following QR code.

Register QR Code

3. Set up MFA using any authenticator app on your phone. You can scan the QR code from any of the authenticator apps (Google, Microsoft, Duo etc.).

4. Now you can sign into NotaryBerry using the account information you provided.

II. Signing into Your Account

1. Go to NotaryBerry, click the "Login" button and enter your Email Address and Password.

2. Enter your MFA code from the authenticator app in your smartphone.

3. You are now logged in.

III. Creating a Notary Session Request

1. Once you have completed your profile, you will have full access to the service and will be able to create a notary session request.
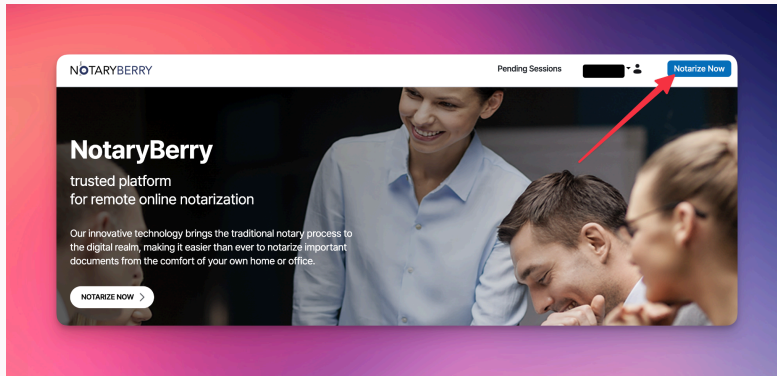
2. Click the "Notarize Now" button at the top of your dashboard.

3. Fill out the notarization request information (Session name, Session detail), and upload the document you want to get notarized (we currently only support pdf files). Then, provide your payment information. You will only get charged once the notarization session is successfully completed and you download the notarized document.

4. Select your preferred date and time to schedule your session. If you want to get an instant notarization, click the "Right Now" checkbox. If possible, you will be matched with an available online notary instantly within 15 minutes.

5. Enter the nature of the document you want to get notarized. We currently support these type of notarizations:
   - Affidavit
    - Power of Attorney

- Lease Agreement
- Last Will and Testament
- Contract of Sale
- Certified True Copy
- Notarial Certificate
- Promissory Note
- Etc (anything else)

This information will help online notaries determine their eligibility to notarize your document.

6. Click the "Continue" button.
7. Your request will be available for online notaries to accept.

III. Accepting a Notary Session Invitation
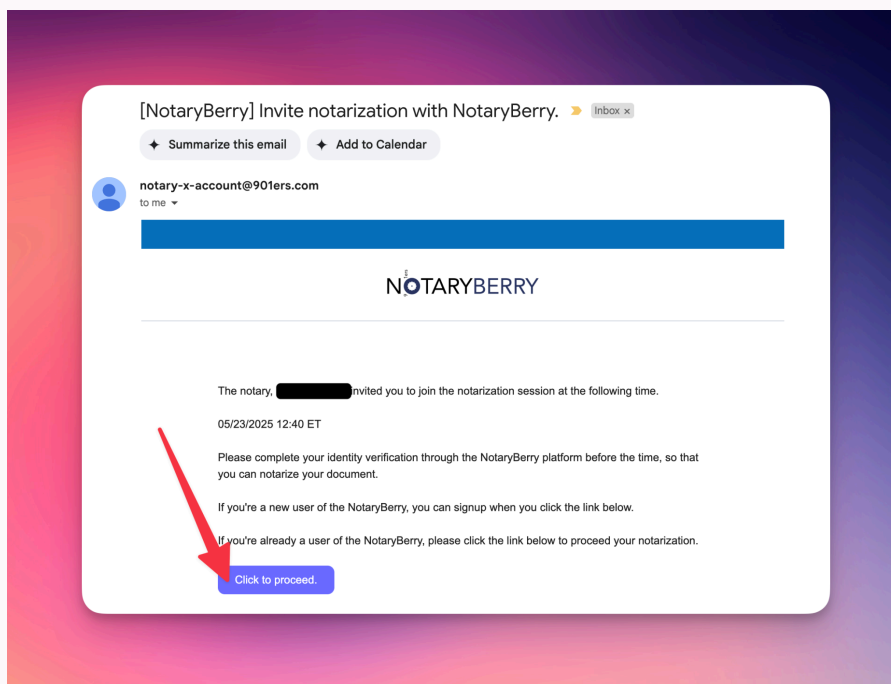
1. Once the notary sends you an invitation, you will receive an email of invitation. Click "Click to proceed" button.
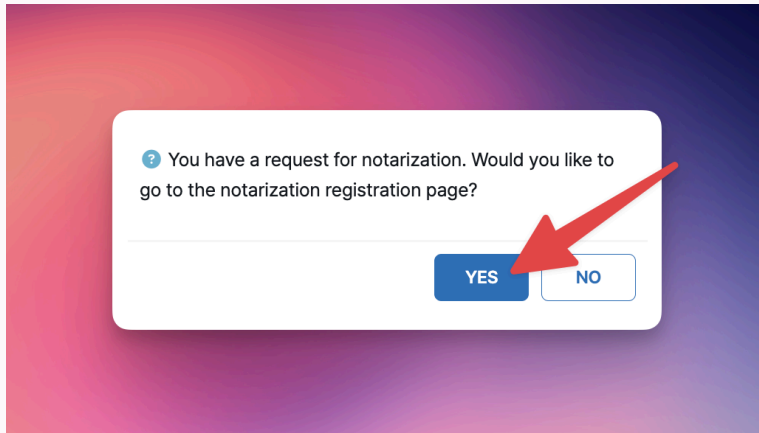
2. If you don't have an account, create an account. If you have an account, sign in with your existing account. When you sign in, you will see a pop up on the pending session page. Click the "YES" button.

3. You will be directed to the notarize now page where you will enter the details of your notarization request, files to get notarized and payment information. The preferred date and time of the notarization will be pre-filled as chosen by the notary who sent you an invitation. Click the "Continue" button.
4. Your notarization request has been scheduled.

IV. Entering the Notary Session (Instant Notarization)
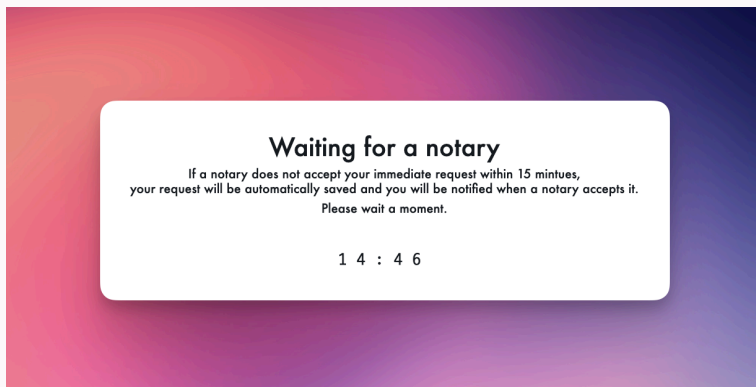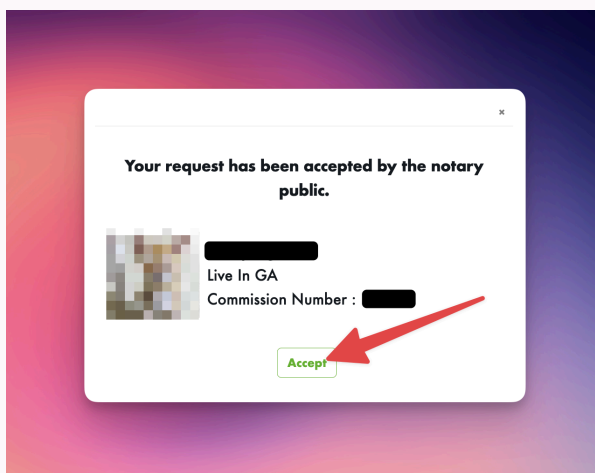

1. You will see a message, "Waiting for a notary", as soon as you request a notary session. If no notary accepts your request within 15 minutes, you will have to wait until your preferred schedule is accepted by a notary.


2. When a notary accepts your request, you will see a message "Your request has been accepted by a notary public" with the name, state, and commission number of the notary. Click the "Accept" button.
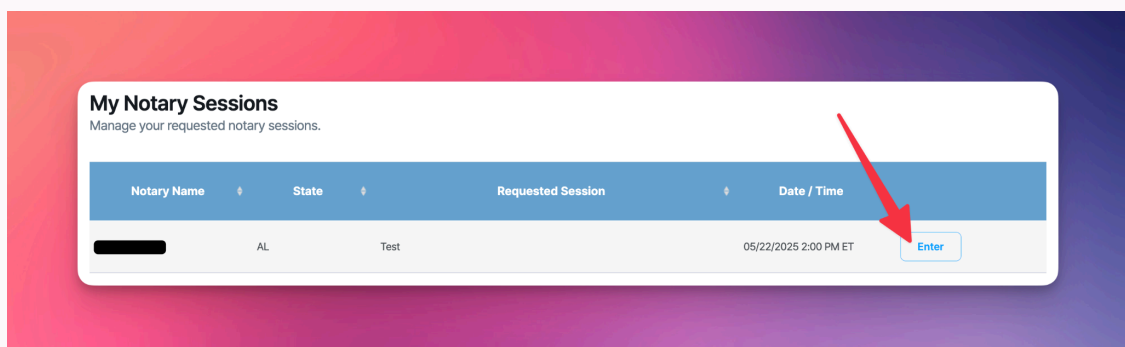
3. When the notary creates the notary session, you will see an "Enter" button in the "My Notary Sessions" table. Click "Enter".
4. Depending on whether the notary has prior knowledge of your identification or not, you will go through an identity verification process (if the notary knows you, your identification process will be skipped).

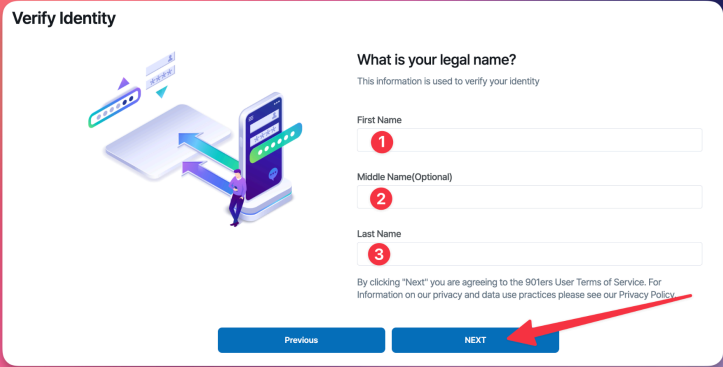## V. Entering the Notary Session (Scheduled Notarization)
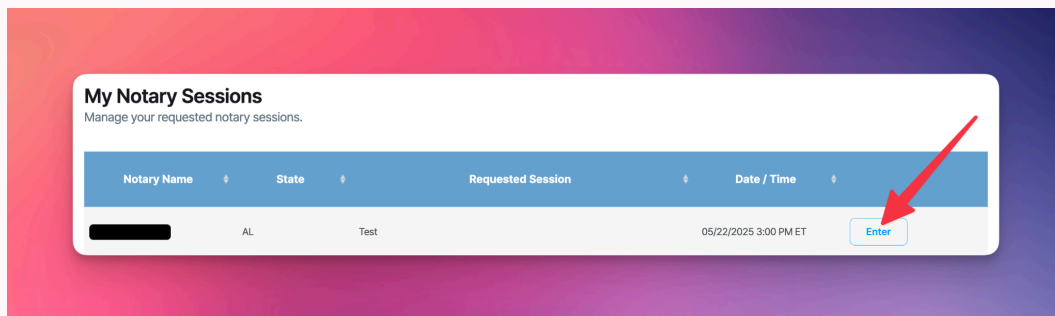
1. 10–15 minutes prior to the notarization session time, you will be able to enter the session by clicking "Enter".
2. Depending on whether the notary has prior knowledge of your identification or not, you will go through an identity verification process (if the notary knows you, your identification process will be skipped).
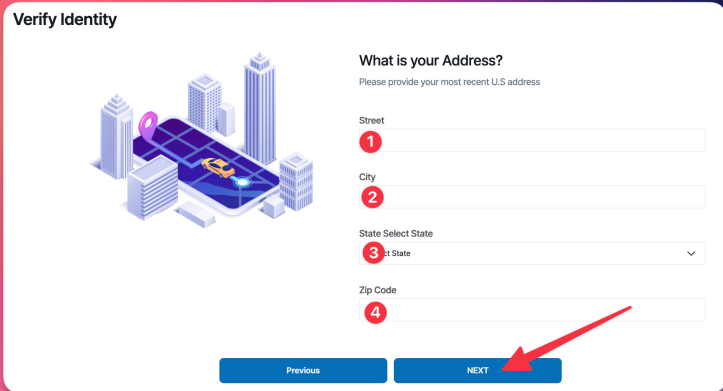
VI. Identity Verification
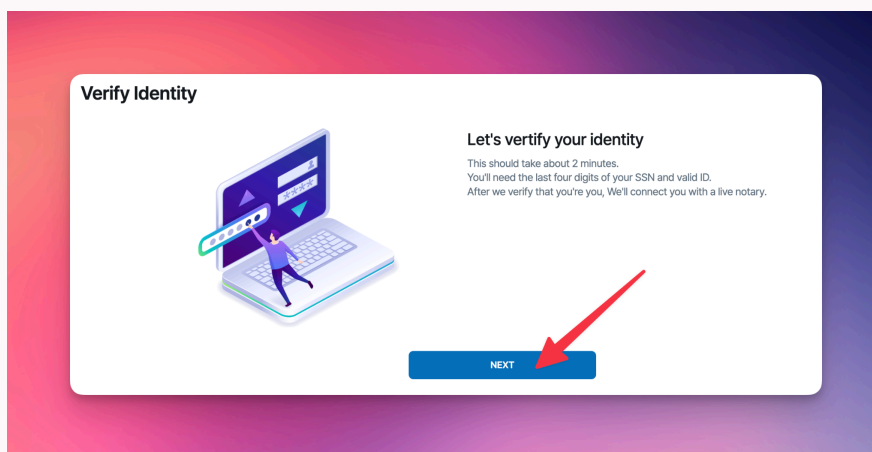
1. Depending on whether the notary has prior knowledge of your identification or not, you will go through an identity verification process (if the notary knows you, your identification process will be skipped).
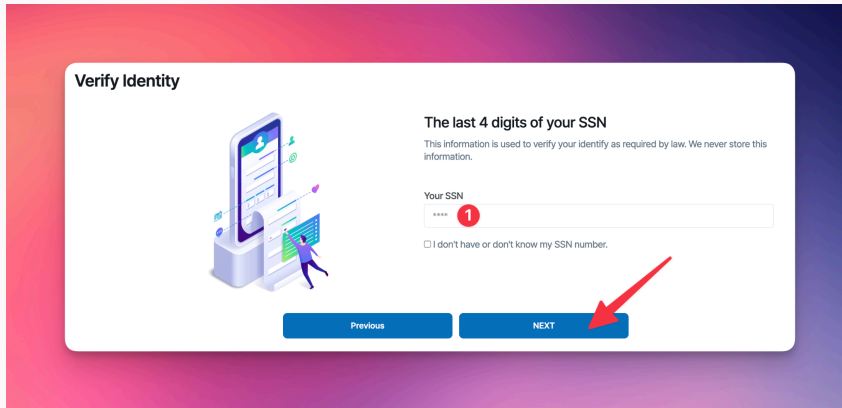

2. You will need to provide your full name. Click "Next".

3. You will need to provide your full address. Click "Next".

4. Enter the last four digits of your social security number (if applicable).

5. You will be asked five questions to confirm your identity. Answer them thoroughly or you will not be able to enter the session.

6. Once you pass the test, you will be asked to enter your mobile number. You will receive a SMS message with a link. Click this link on your mobile device.

3. You will be asked to take a picture of your identity documentation (e.g., passport, driver license, etc.) and a photo of yourself. This information is used to validate your identity documentation.

4. Once you pass the verification, you will enter the online notarization session.
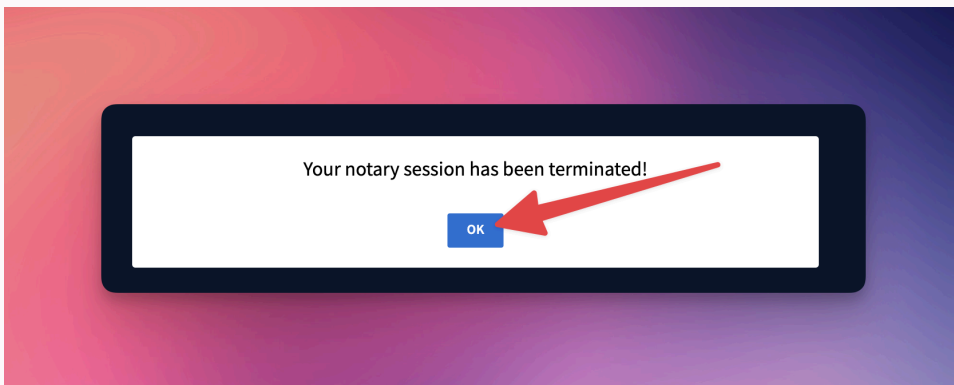
VII. Getting Your Document Notarized
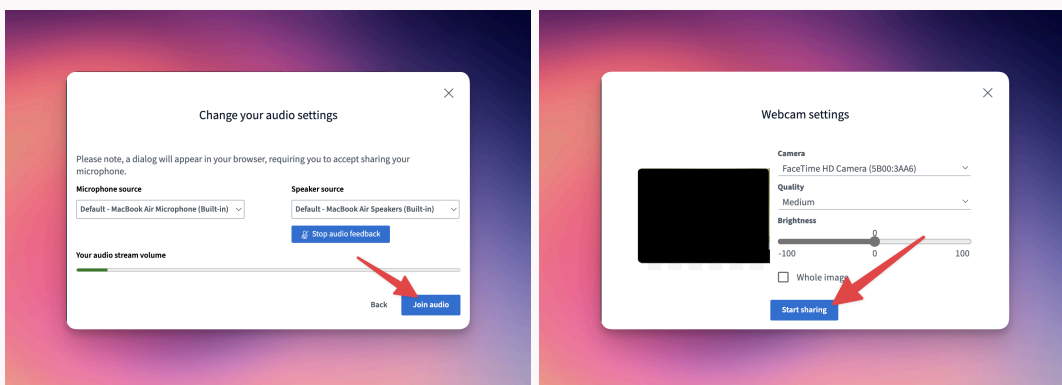
1. Once you enter the notarization session, you will be able to communicate with the online notary via audio and video.
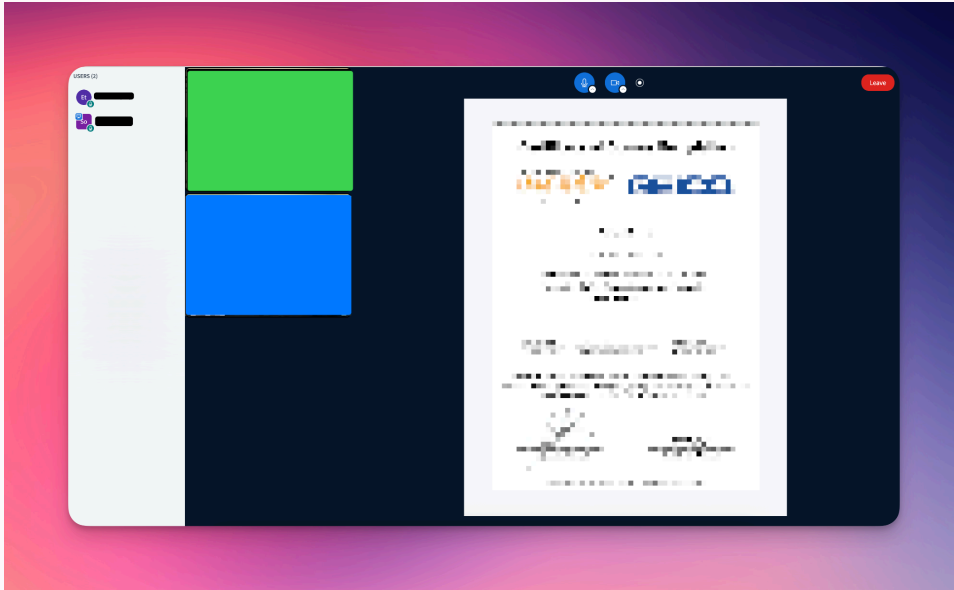
2. Follow the instructions from your online notary. They will notarize the document according to the online notary procedures.

3. Once the session is terminated, click "Ok".

4. Once the session has ended, you will see a "Payment" button. Once you click this button, you will be charged and you will be able to download the notarized document. (==For security reasons, your notarized document will be stored in our server only for a period of three days from the successfully completed session, and the document will be immediately deleted once it is downloaded. We strongly recommend you to download the notarized document immediately.==)