

Guidebook for Users

By Notaryberry

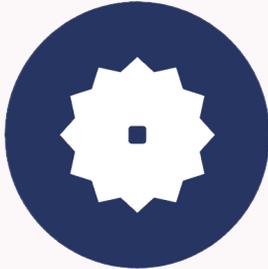


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Changelog

- Ver 0.1: Initial Draft

How to use NotaryBerry

I. Creating Your Account

1. Go to [NotaryBerry](#), click the "Login" button, select "Sign up!" link at the bottom. Fill out all the necessary details to complete the account creation.
2. Once you create your account, you will receive a confirmation email. Click the link in the email.
3. Set up MFA using any authenticator app on your phone.
4. Now you can sign in NotaryBerry using the account information you provided.

II. Signing in Your Account

1. Go to [NotaryBerry](#), click the "Login" button, Enter your Email Address and Password.
2. Enter your MFA code from the authenticator app in your smartphone.
3. You are not logged in

III. Creating Notarization Request

1. Once you have completed your profile, you will have full access to the service and will be able to create a notarization request.
2. Click the "Notarize Now" button at the top of the dashboard.
3. Fill out the notarization request information (Request name, Request detail), 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. If you want to get instant notarization, check the "Right Now" checkbox. You will be able to match with available online notaries instantly within 15 minutes. If you

want to schedule the notarization session, enter your preferred schedule of the notarization session instead.

5. Enter the nature of the document you want to get notarized. We currently support these type of notarization:
 - 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 for notarization.

6. Click the "Continue" button.
7. Your request will be available to online notaries. Once they accept your request, confirm your request by clicking "Accept".
8. Now your notarization request is scheduled.

IV. Entering Notarization Session (Instant Notarization)

1. You will see a message "Waiting for a notary" as soon as you request a notarization.
2. When the notary accepts your request, you will see a message "Your request has been accepted by the notary public" with the name, state and commission number of the notary. Click the "Accept" button.
3. When the notary create a notarization session, you will see an "Enter" button in 'My Notary Sessions" table. Click "Enter".
4. Depending on whether the notary has prior knowledge of your identification or not, you will go through the identity verification process (if the notary knows you, your identification process will be skipped). You will need to provide your full name, address and your 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 the link. Click this link on your mobile device.
7. You will be asked to take a picture of your identity documentation (e.g., passport, driver license, etc.) and photo of yourself. This information is used to validate your identity documentation.
8. Once you pass the verification, you will enter the online notarization session.

V. Entering Notarization Session (Scheduled Notarization)

9. 10–15 minutes prior to the notarization session time, you will be able to enter the session by clicking "Enter".
10. You will go through the identity verification process. You will need to provide your full name, address and your last four digits of your social security number (if applicable).
11. You will be asked five questions to confirm your identity. Answer them thoroughly or you will not be able to enter the session.
12. Once you pass the test, you will be asked to enter your mobile number. You will receive a SMS message with the link. Click this link on your mobile device.
13. You will be asked to take a picture of your identity documentation (e.g., passport, driver license, etc.) and photo of yourself. This information is used to validate your identity documentation.
14. Once you pass the verification, you will enter the online notarization session.

VI. 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 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, and the document will be immediately deleted once it is downloaded. We strongly recommend you to download the notarized document immediately.)