

# Guidebook for Online Notary

By Notaryberry



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## Changelog

- Ver 0.1: Initial Draft
- Ver 0.2: Added Maryland guide, added screenshots

# How to become a RON (Remote Online Notary)

## Virginia

In order to become a Remote Online Notary in Virginia, you must already be a traditional notary in the Commonwealth. This means that you have received a commission from the Virginia Secretary of the Commonwealth and completed all the necessary requirements to be considered an active notary.

1. First, you must obtain an electronic notary seal that complies with Virginia's requirements.
2. The electronic notary seal shall be composed of the Notary's digital certificate, and an image or text listing:
  - a. the electronic notary's name (as shown on the notary's commission);
  - b. the electronic notary's registration number;
  - c. the words "Electronic Notary Public";
  - d. the words "Commonwealth of Virginia"; and
  - e. the electronic notary's commission expiration date.
3. Currently, NotaryBerry accepts digital certificates from IdenTrust only. Refer to the [IdenTrust guide](#) to learn how to obtain a digital certificate. If you are not sure whether your digital seals meet our requirements, please reach out to our Support Team [notary-x-account@901ers.com](mailto:notary-x-account@901ers.com).
4. Once you have your own electronic seal, you must complete the application listed on the [Virginia Secretary of the Commonwealth's webpage](#) and upload your electronic notary seal.
5. You will need to wait for the approval of your application.
6. Congratulations, you have completed the steps to become a RON in Virginia! Once you receive your certification materials, you can sign up to notarize through NotaryBerry.

## Maryland

In order to become a Remote Online Notary in Maryland, you must already be a traditional notary in the state. This means that you have received a commission from the Maryland Secretary of State and completed all the necessary requirements to be considered an active notary.

1. First, you must obtain an electronic notary seal that complies with Maryland's requirements.
2. The electronic notary seal shall be composed of the Notary's digital certificate, and an image or text listing:
  - a. the electronic notary's name (as shown on the notary's commission);
  - b. the words "Notary Public";
  - c. the county (or City of Baltimore) in which the notary was commissioned;  
and
  - d. the electronic notary's commission expiration date.
3. Currently, NotaryBerry accepts digital certificates from IdenTrust only. Refer to the [IdenTrust guide](#) to learn how to obtain a digital certificate. If you are not sure whether your digital seals meet our requirements, please reach out to our Support Team [notary-x-account@901ers.com](mailto:notary-x-account@901ers.com).
4. Once you have your own electronic seal, you must complete the remote notary notification form listed on the [Maryland Secretary of State's webpage](#) and select the appropriate option of the use of an authorized Remote Online Notary Vendor.
5. You will need to wait for the authorization to perform remote notarial acts.
6. Congratulations, you have completed the steps to become a RON in Maryland! Once you receive your certification materials, you can sign up to notarize through NotaryBerry.

## Washington D.C.

Coming soon.

## Texas

Coming soon.

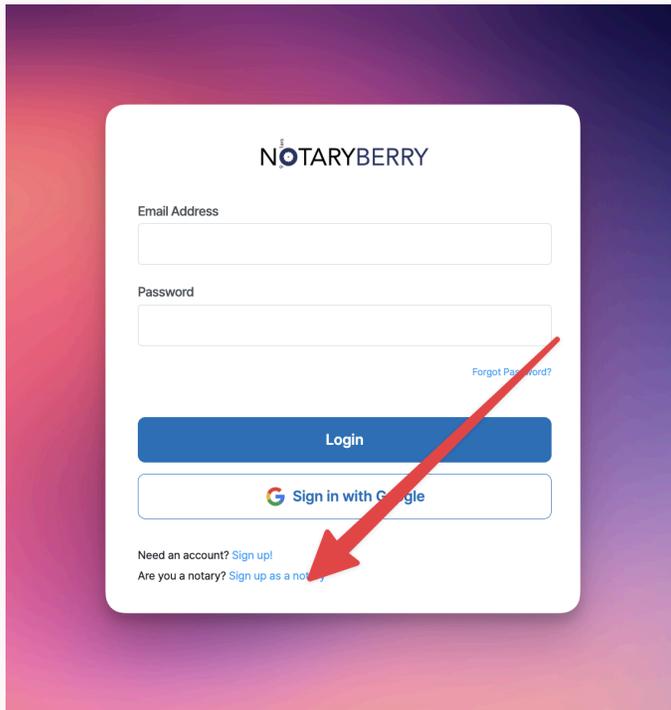
## Pennsylvania

Coming soon.

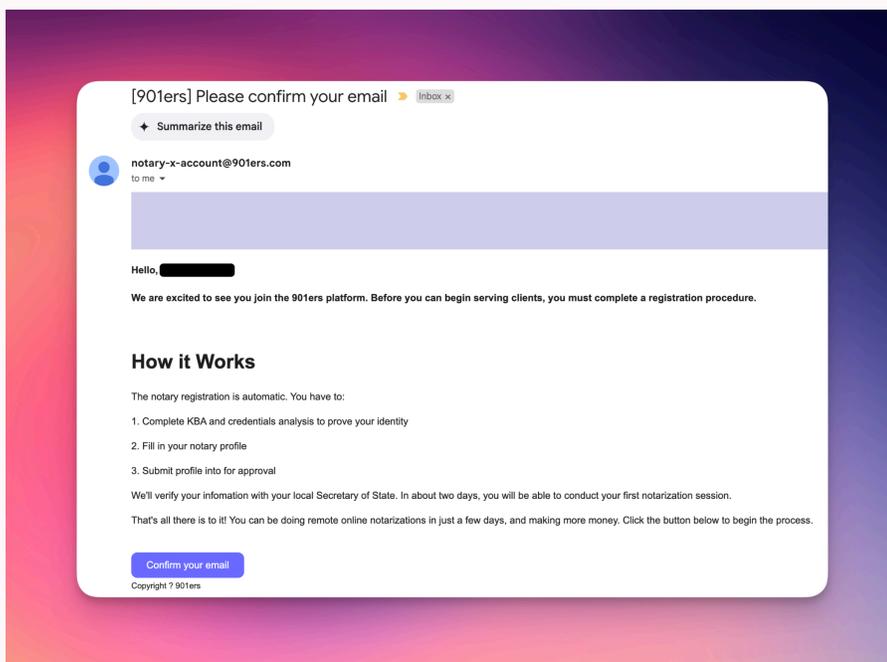
## How to use NotaryBerry

Notarization is a simple, secure process that is meant to serve as a fraud-deterrent in many different types of interactions and transactions. It is one of the oldest and most tried methods of fraud deterrence in the United States, and is authorized and regulated by the laws of every state and U.S. territory. The process of notarization ensures that the document being used is authentic and can be trusted by anyone who sees it. Notarization is a three-part process in which a Notary Public verifies the individual or company, certifies the documents, and creates a record of the notarization. This process is often called a "notarial act."

## I. Creating Your Notary Account



1. Go to NotaryBerry, click the "Login" button and select the "Sign up as a notary!" 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.

3. Go through the identity verification process, and once completed, your application will be reviewed for approval.
4. You will receive an email once you are approved. Now you can sign into NotaryBerry using the account credentials you provided.

**Account**  
Management Account

Upload your picture file

Email [Redacted] First Name [Redacted] Last Name [Redacted]

Street Address [Redacted] City [Redacted] State [Redacted]

Zip Code [Redacted] Country [United States of America] Phone Number [Redacted]

State of Commission [Redacted] Commission Number [Redacted] Commission Expiration Date [Redacted]

Digital Certificate [Redacted] E&O Coverage amount [0.0] E&O Insurance Provider [0]

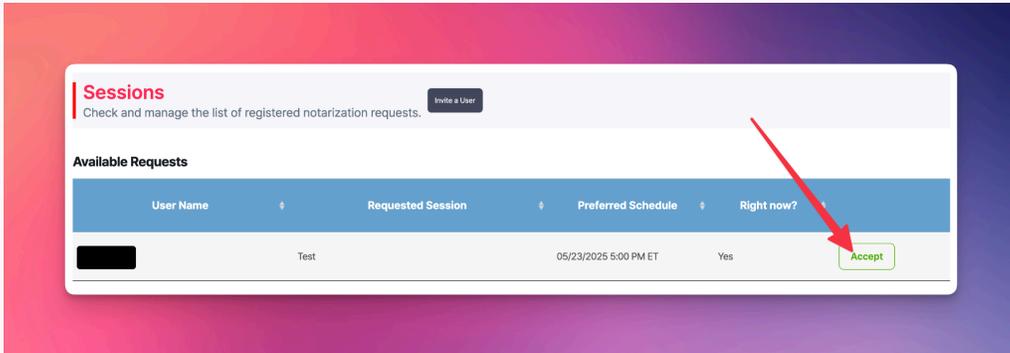
Certificate of Insurance [Redacted] E&O Expiration Date [12/30/2025] Requisite Surety Bond Secured [YES]

Choose digital certificate [Redacted] Save

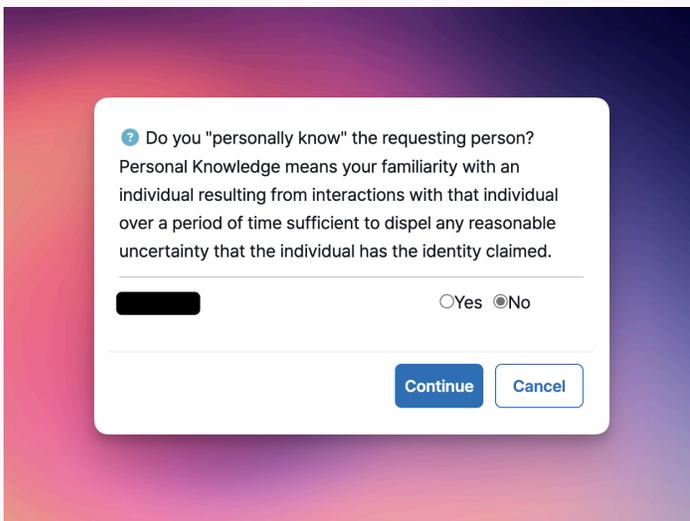
5. As an online notary, you will be required to secure and upload a Digital Certificate that you have received from an accredited, state-approved source within the state you are commissioned in. Currently, NotaryBerry accepts digital certificates from IdenTrust only. You will need a local file of your digital certificate or a pfx file. To learn how to export and save your digital certificate into a pfx file, refer to this [IdenTrust guide](#).
6. Once you upload your digital certificate onto your profile page, upload an image of your notary seal that will be affixed to documents you notarize. The digital certificate will be applied with the seal you upload on the document.

## II. Accepting a Notary Session Request

1. Once you have completed your profile, you will have full access to the service and will be able to accept available notary session requests.

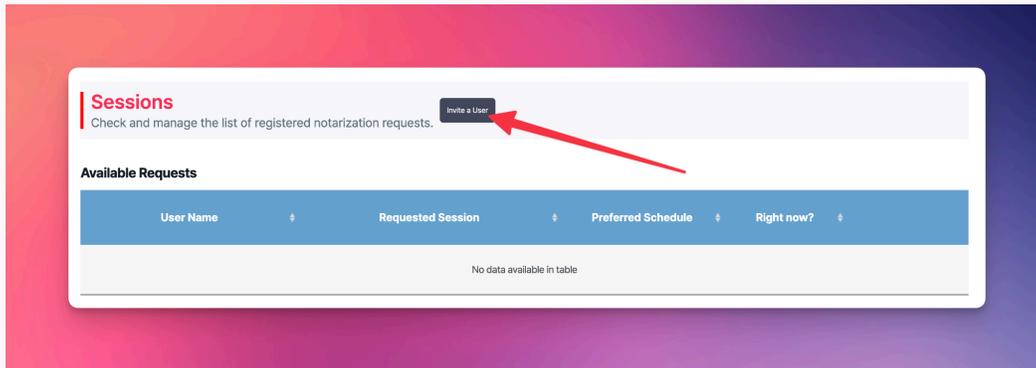


2. You will find all available requests at the top of your dashboard. Simply find the request(s) that fits your schedule and click accept.

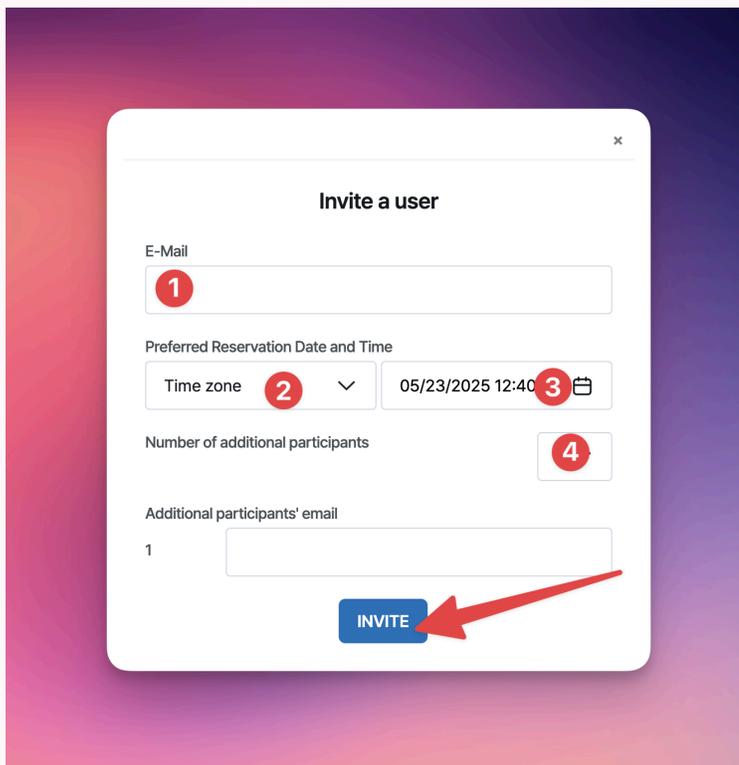


3. You can select whether you "personally know" the person you are notarizing. If you select "Yes", the user who is getting notarized will be able to join the notary session without the identity verification. If you select "No", the user must pass the identity verification before they can join the notary session.
4. You will only be able to schedule notary appointments back-to-back with at least a 30-minute period between them, in case there are complications.

### III. Inviting a User for a Notary Session



1. When you want to invite a user you personally know prior to the notarization session, you can click the "Invite a user" button.

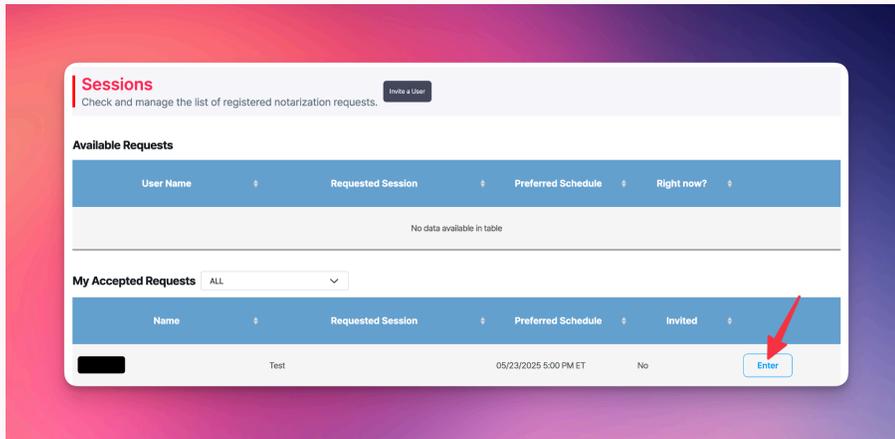


2. Enter their email, your preferred session time, and, if applicable, the number of additional users who want to join the session with their email.
3. The invitation email will be sent to the user. If the user does not have a NotaryBerry account, they will be redirected to sign up.

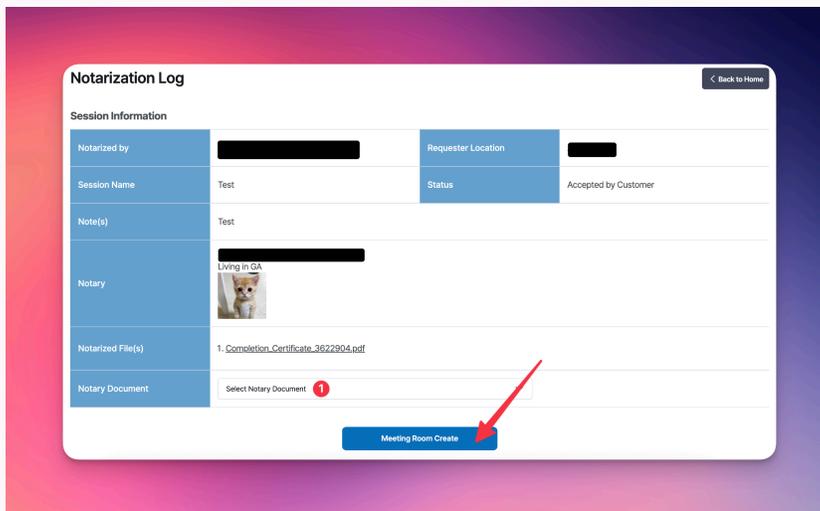
4. After the user accepts the invitation, you will see the notarization session under the pending notarization and be able to open the session 10-15 minutes prior to the scheduled time.

## IV. Conducting a Notarization Session

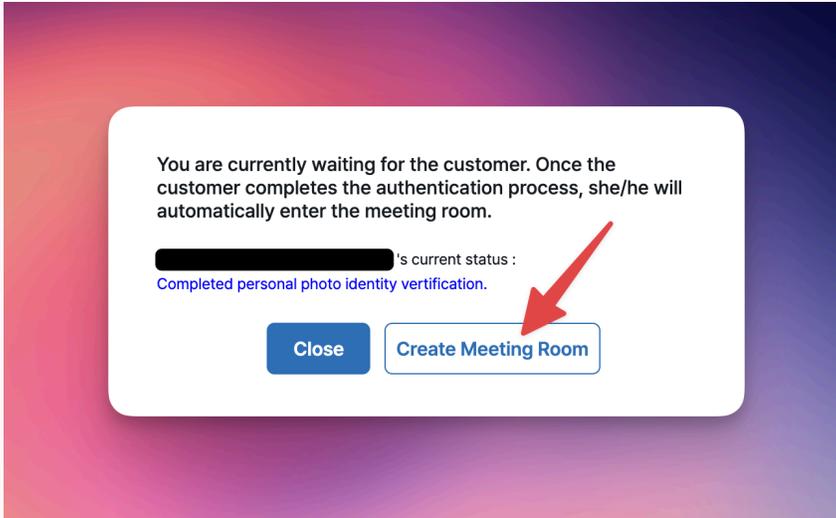
While the idea of a Remote Online Notarization may seem confusing or challenging at first, the process itself is incredibly similar to conducting a traditional session, and using the platform is very intuitive. The process starts the same way that a traditional notarization begins.



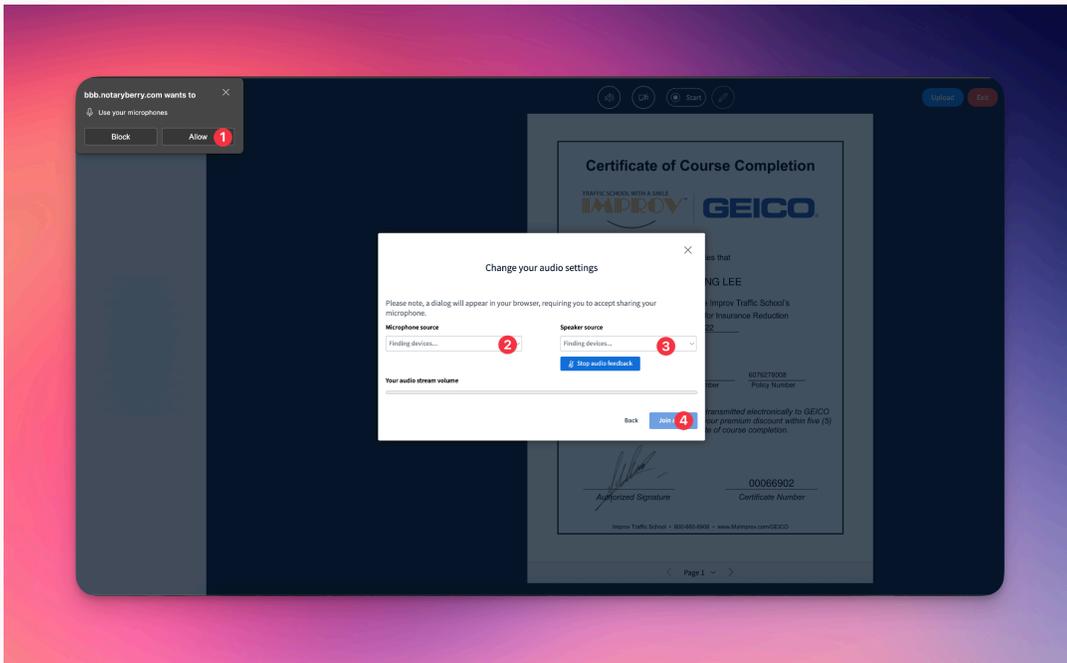
1. You will see an "Enter" button 10-15 minutes prior to the scheduled time. Click "Enter" to prepare for the meeting creation.



2. Select the Notary Document that you have uploaded in your profile page which you will attach to the notarized document. Click the "Meeting Room Create" button.

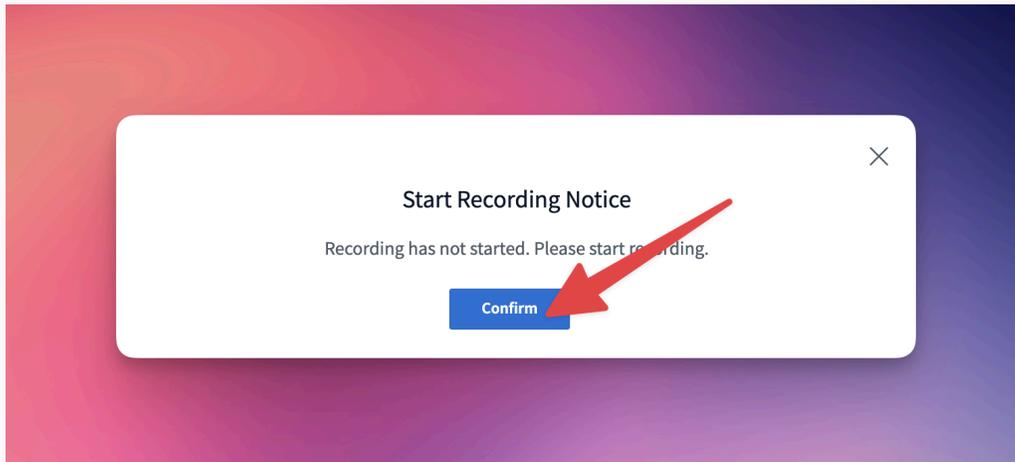


3. You will be able to see the status of the identity verification done by the user. If the user passed the identity verification or you selected the user as a "personally known" user, you will see the status message "Completed personal photo identity verification". Click the "Create Meeting Room" button.

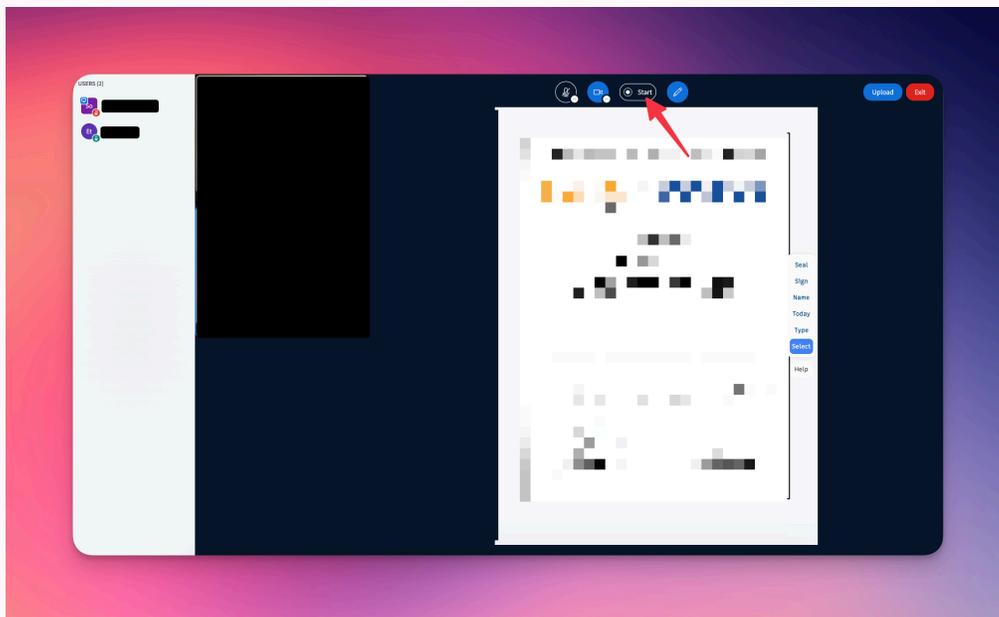


4. When you create a meeting room, you must completely adjust the mic and video settings. Allow the browser to use the microphone and the camera.

- At the beginning of every notarization session, you must verify that the client is who they say they are. Typically, the user (Principal) will have already completed an Identity Document check and Identify Proofing using the personal information quiz generated by NotaryBerry. However, always manually re-verify your client at the start of the session with a valid form of ID, e.g. driver's license or passport.



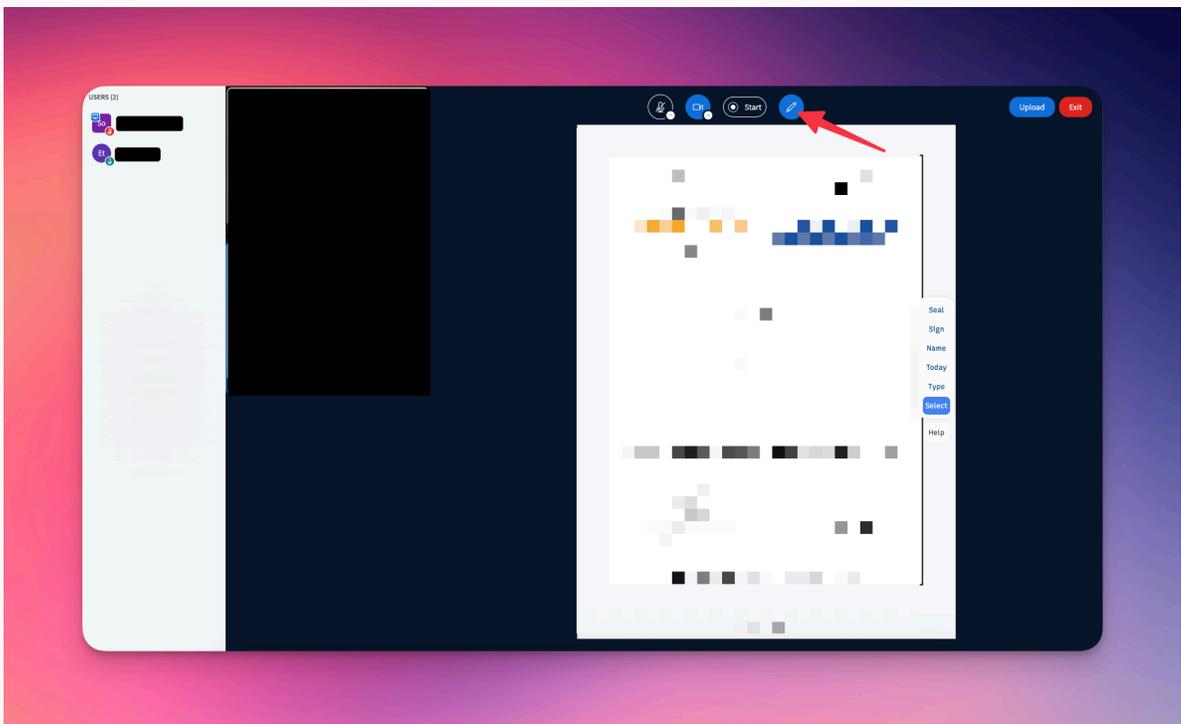
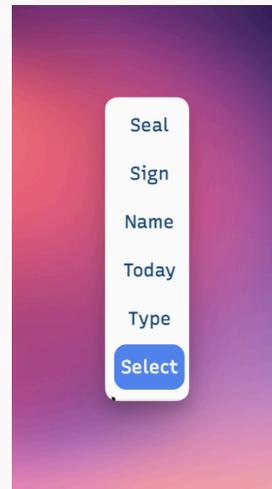
- Soon after the user joins the meeting room, you will get a pop up notifying you that the recording has not started. Click "Confirm".



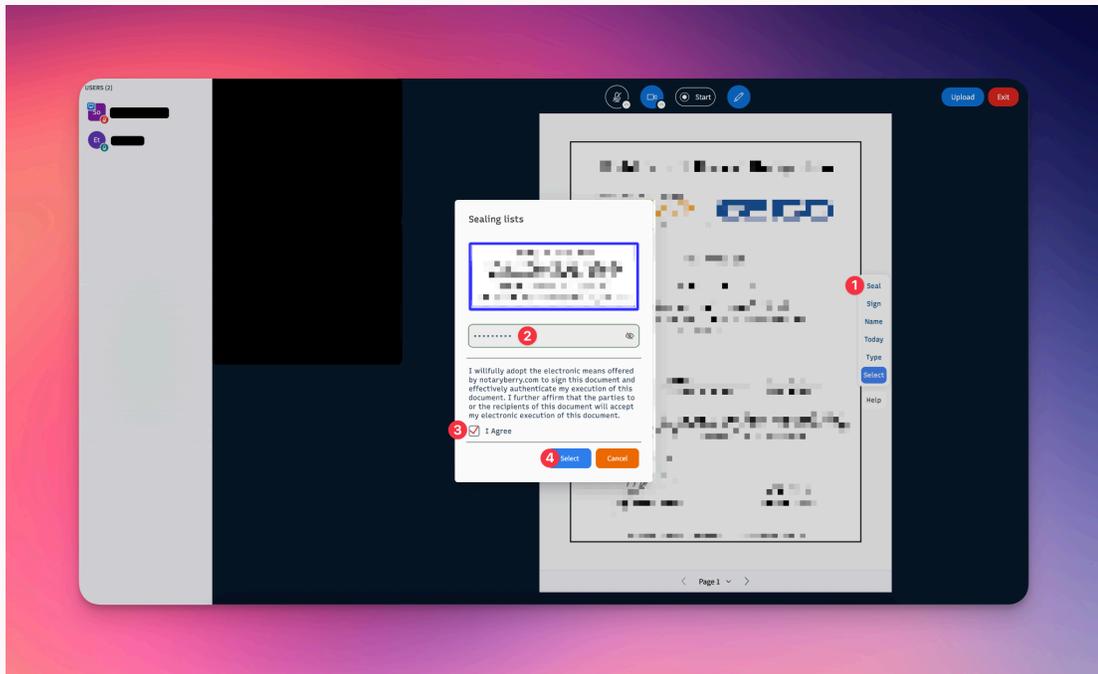
- Once you are ready to go over the document with the user (Principal), hit the recording button at the top to start the audio and video recording of the current session.

8. You will need to ask the user (Principal) a series of questions before you notarize the document they have presented to you. Refer to the "Questions to Ask to the Principal" section for the exact questions.
9. Once the client has answered all the above questions and both parties are prepared to continue the session, revise the document with your client.
1. There are 6 tools that you can use to annotate the document.

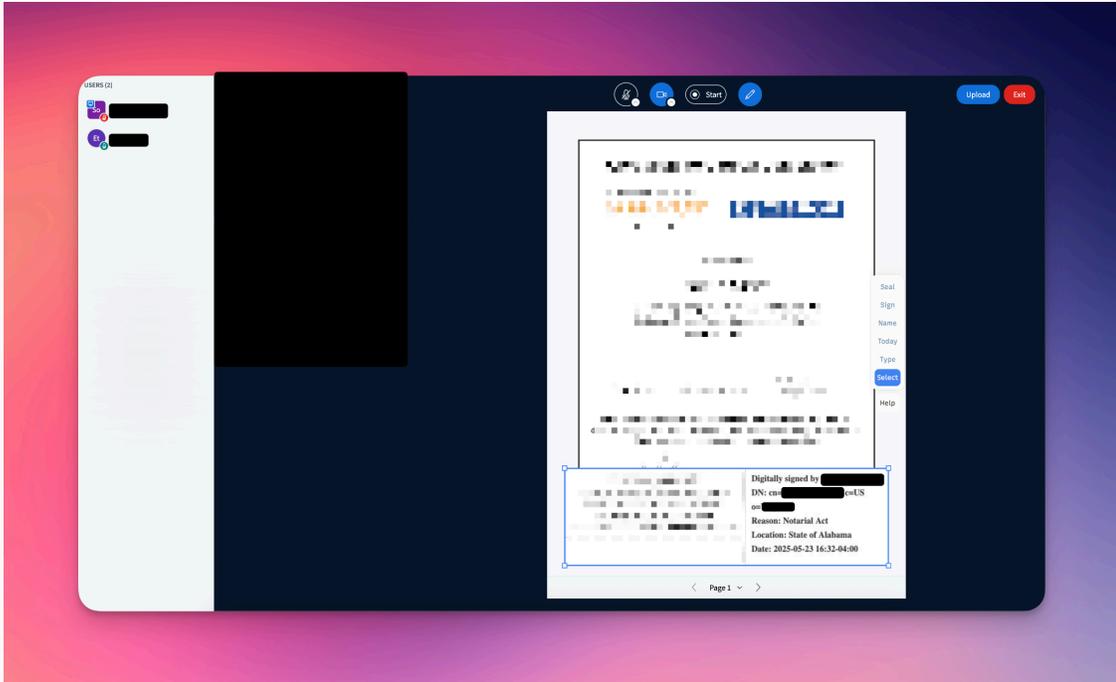
- Seal
- Sign
- Name
- Today
- Type
- Select



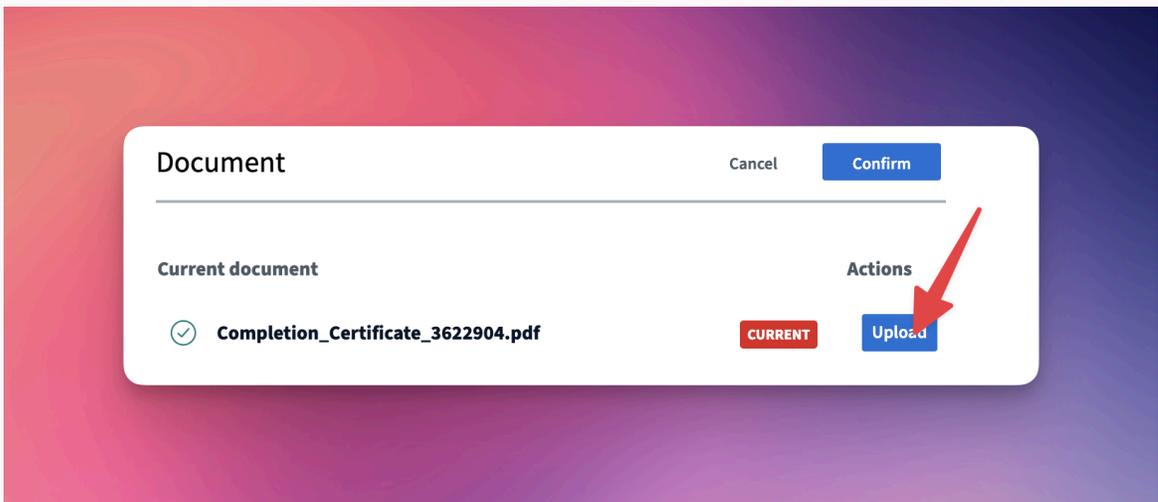
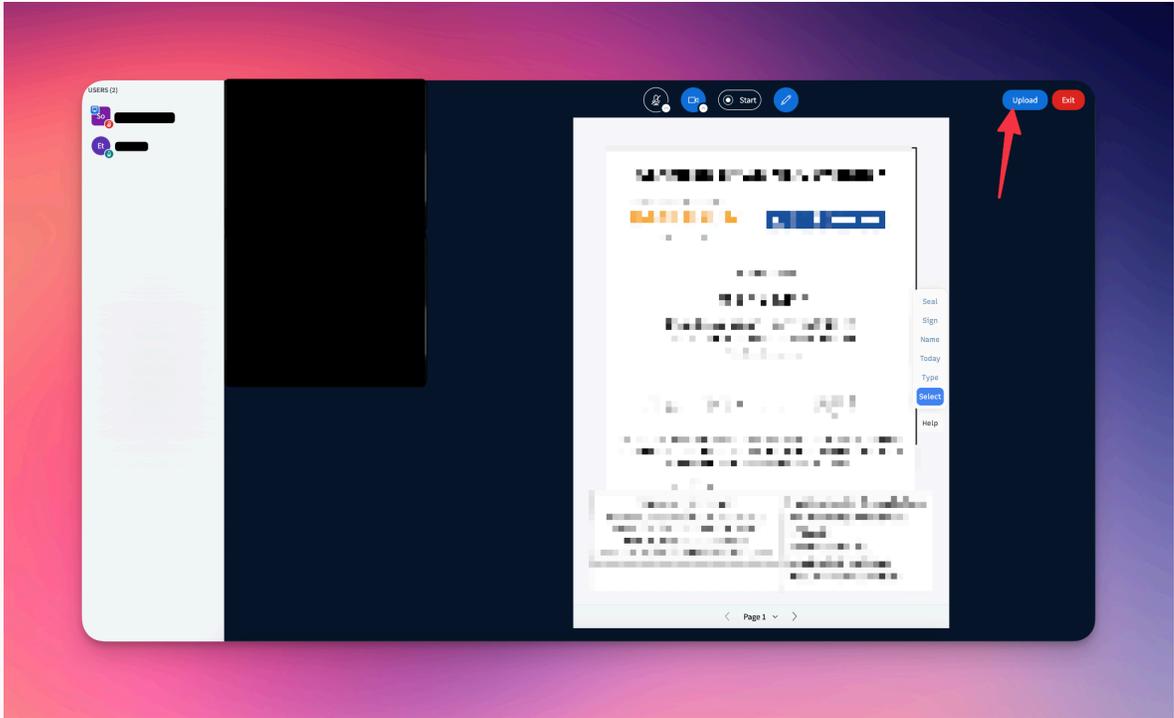
2. If you need to ask the user (Principal) to sign the document in said spaces, click the pencil icon on the top and click the "Give Edit Access" button to the user you want to give permission to.



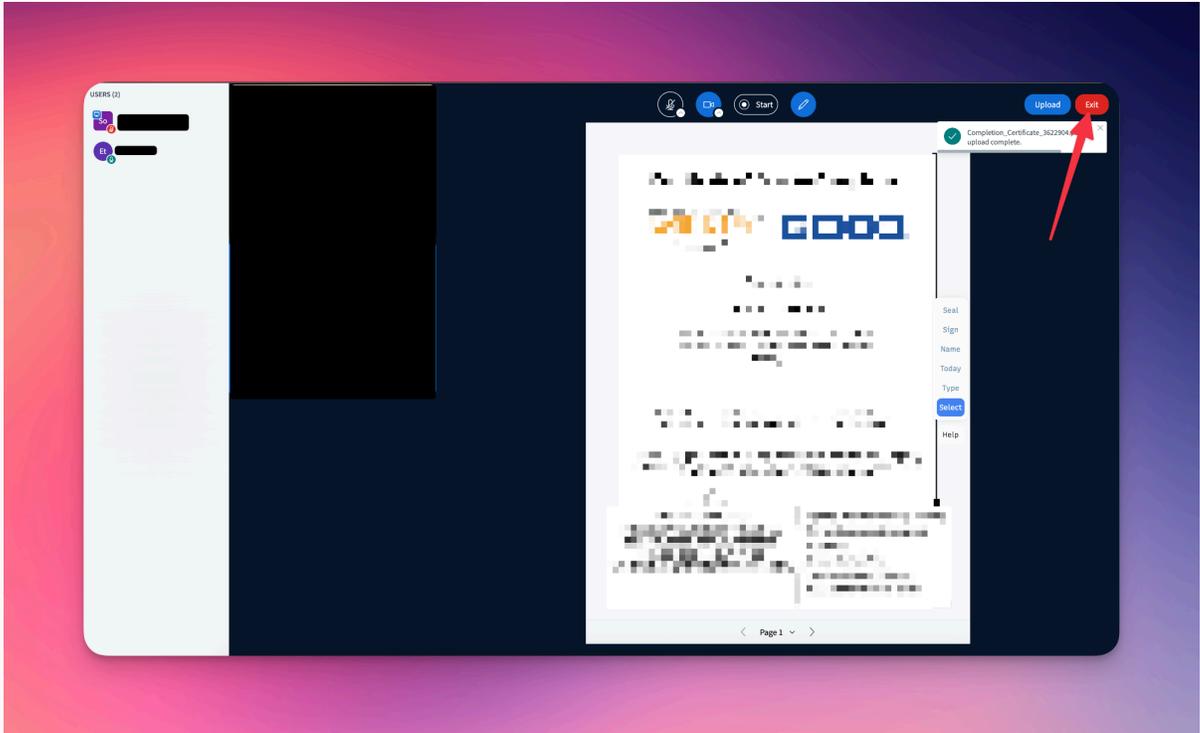
3. Once the user (Principal) has signed or initiated the document wherever necessary and confirmed they are finished, add your signature, seal, and attestation to the document. When you apply the digital signature (seal), you will enter the password of the digital signature that you uploaded. You will also check the checkbox to agree to your lawful action.



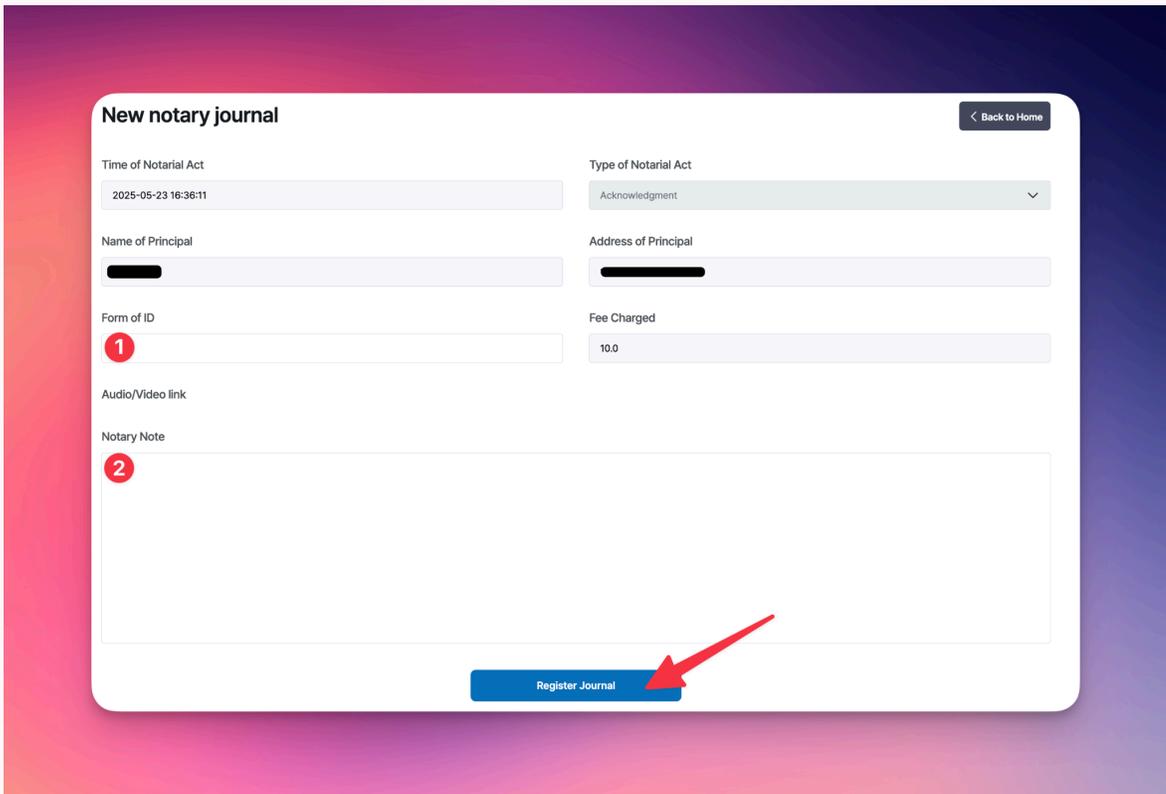
4. Find a clear, unobstructed space on the document, and type out your attestation on the document, then affix your electronic seal wherever necessary under or next to the attestation. A model version of an attestation for you to use can be located in the "My Docs" section.



5. Once the notarization session is completed, click the "Upload" button on the top right corner. Click the small "Upload" button of the document you have notarized. **If the digital is not yet applied, you will get a warning message to apply the seal before you upload the document.**

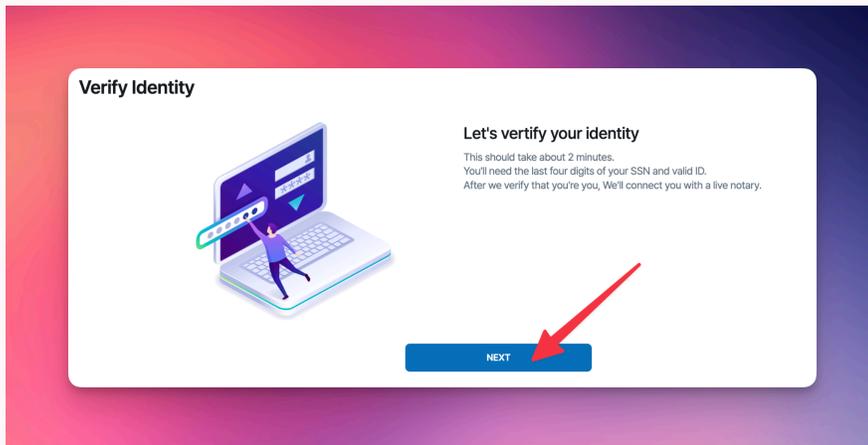


6. Once the upload is completed, end the session by clicking the "Exit" button.

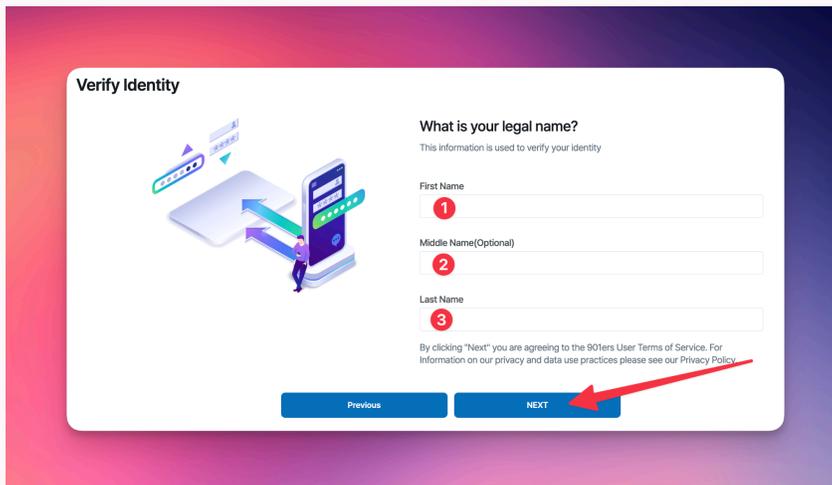


7. You will be automatically directed to the notary journal page of the completed notarization session. Complete the notary journal by filling out the necessary information. Be aware that once you save the journal, you will not be permitted to edit it except the "Notary Note".

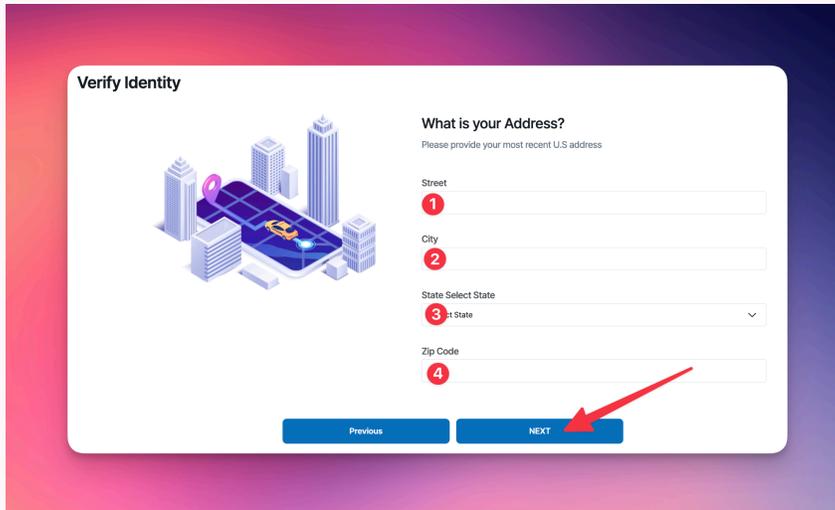
## V. Identity Verification



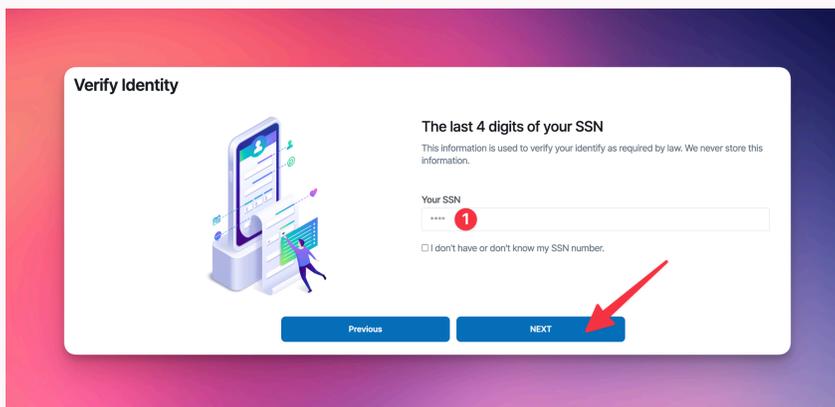
1. Notary needs to go through the identity verification process first when they sign up to NotaryBerry. When you see the identity verification page, click "Next".



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

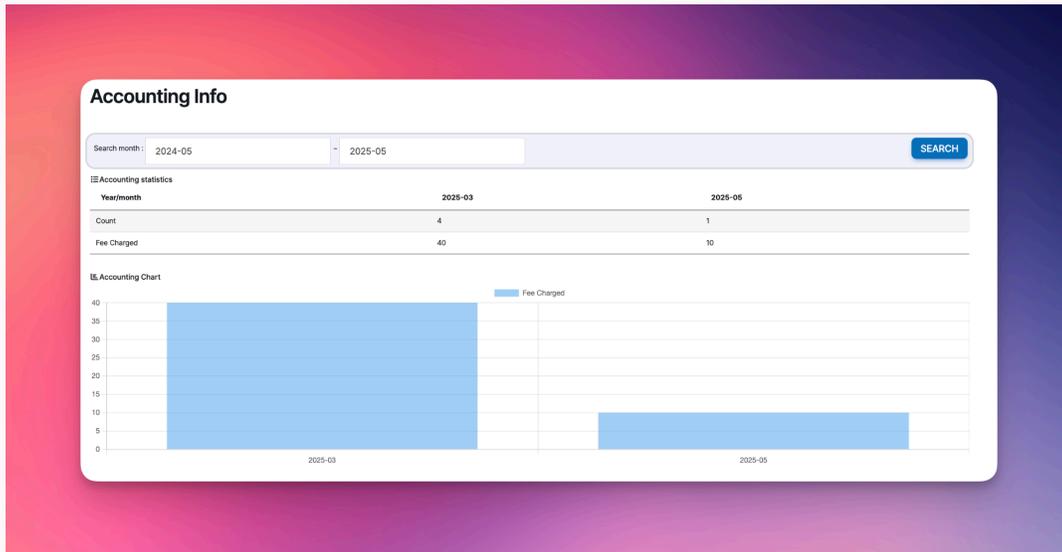


3. You will need to provide your full address. Click "Next".



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.
7. 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.
8. Once you pass the verification, your sign up application will be reviewed by us. Once we approve your application, you will be able to log in to NotaryBerry and start notarization.

## VI. Viewing Accounting Information



1. Click your name on the top of the dashboard, and click "Accounting Info". You will be able to see how many notarizations you have performed including the fees you have charged.

## Appendix A. Questions to Ask to the Principal

- a. Do you understand what a notarization is? If the answer is no, please explain.
- b. Have you ever done a remote notarization before? If the answer is no, please explain the process. If the answer is yes, please ask if they have any questions and answer them accordingly.
- c. Do you understand that a notarial act is a legally significant action, and that once it is completed, your document will be enforceable under the law and in a court of law?
- d. Do you understand the significance of the document that you have presented to me, as well as any obligations that you may be required to perform once it is signed and notarized?
- e. Can you confirm to me that you are here under your own free will and cognizance, and that no one is requiring you to sign this document or has pressured or coerced you to do so in any way, shape, or form?
- f. Finally, with all of these questions and your responses in mind, would you like to continue with this session?