

Guidebook for Online Notary

By Notaryberry



Ver 0.1

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Changelog

- Ver 0.1: Initial Draft

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 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";
 - 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.
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.

Texas

Add Here.

Pennsylvania

Add Here.

Maryland

Add Here.

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. Once you create your account, you will receive a confirmation email. Click the link in the email.
2. You will go through the identity verification process. Once complete, your application will be reviewed for approval.
3. Once you are approved, you will receive an approval email. Now you can sign in on NotaryBerry using the account credentials you provided.

4. 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 that granted your notary commission. Currently, NotaryBerry accepts digital certificates from IdenTrust only. You will need a local file of your digital certificate or pfx file. To learn how to export and save your digital certificate in pfx file, refer to this [IdenTrust guide](#).
5. 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 uploaded on the document.

II. Inviting an User for Notarization

1. When you want to invite a user who you know prior to the notarization session, you can click the "Invite a user" button.
2. Enter their email, preferred time for a notarization, and number of additional user who want to join the session with their name.
3. The invitation email will be sent to the user. If the user hasn't signed up on NotaryBerry, 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 open the session 10-15 minutes prior to the scheduled time.

II. Accepting Notarization Request

1. Once you have completed your profile, you will have full access to the service and will be able to accept available notarization requests.
2. You will find all available notarization requests at the top of the dashboard. Simply find the notarization request(s) that fit your schedule and click accept.
3. 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.
4. You can also invite specific users by their email to schedule a notarization session by clicking the "Invite user" button at the top of the dashboard.

5. You will be able to enter a notarization session 10–15 min prior to the scheduled time.

III. Conducting 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. At the beginning of every notarization session, you must verify that the client is who they say they are. Typically, the client 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 based on ID like a driver license or passport.
2. Once you create your account, you will receive a confirmation email. Click the link in the email.
3. Once you are ready to go over the document with your client, hit the recording button at the top to start the audio and video recording of the current session.
4. You will need to ask the client a series of questions before you notarize the document they have presented to you. They are as follows:
 - 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 those questions and your responses in mind, would you like to continue with this session?
5. Once the client has answered all the above questions and both parties are prepared to continue the session, revise the document with your client.
6. There are 6 tools that you can use to annotate the document.
 - Seal
 - Sign
 - Name
 - Today
 - Type
 - Select
7. If you need to ask your client 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.
8. Once the client 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.
9. 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.
10. Once the notarization session is completed, click the "Upload" button on 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.** Once the upload is completed, end the session by clicking the "Exit" button.

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