

Your notarization will be completed through **Blue Notary**, a secure Remote Online Notarization platform used to verify your identity and complete the signing during a live audio and video session.

Your documents will be prepared before the appointment. You will receive a separate email invitation from Blue Notary containing your secure session link.

What You Will Need

- ✓ A strong and stable internet or Wi-Fi connection
- ✓ A laptop, desktop computer, or smartphone with a working camera and microphone
- ✓ A valid, unexpired government-issued photo ID
- ✓ Your smartphone nearby, even if you are joining from a computer

A laptop or desktop computer is recommended. A smartphone may also be used, but please remain in one location with a reliable signal throughout the session. Moving around can interrupt the connection.

Please do not use an iPad or other tablet, as tablets may not work properly with the Blue Notary platform.

What to Expect

When you receive the email invitation from Blue Notary:

1. Open the Blue Notary Email

Click the “**Get Started**” button in the email. You may also see information below the button explaining how the process works and what you will need.

2. Check Your Camera and Microphone

Blue Notary will perform a quick camera and microphone check. Once the check is complete, select “**Join Session.**”

You may see yourself in the virtual meeting area, but the session cannot begin until you successfully complete the identity-verification process.

3. Verify Your Identity

You will be prompted to:

- ✓ Enter your personal information
- ✓ Answer identity-verification questions
- ✓ Upload photographs of your valid government-issued photo ID

When it is time to photograph your ID, select the option to **use a different device** if you are joining from a laptop or desktop computer. Blue Notary will send a text message to your phone so you can take clear pictures of the front and back of your ID. This is usually much easier than trying to photograph your ID using a computer camera.

Knowledge-Based Authentication

The identity-verification process includes five multiple-choice security questions based on public-record information, such as previous addresses or vehicles you may have owned.

Please remember:

- ✓ You must answer at least four out of five questions correctly
- ✓ You will have two minutes to complete the questions
- ✓ You are allowed two attempts
- ✓ If both attempts are unsuccessful, the system will lock you out for at least 24 hours

Please read each question carefully, but do not spend too much time on any one question because of the two-minute limit.

When to Complete Verification

Please begin the Blue Notary identity-verification process approximately **15 minutes before our scheduled appointment**. This provides time to address any technical issues before the signing begins.

You may complete the verification earlier if needed. Once it is complete, you can close the session and return at the scheduled appointment time by using the same email link.

Viewing and Signing the Documents

You may be able to view the documents before we meet.

Please do not sign, initial, or make changes to any documents before the live session. I will guide you through the signing and notarization process once we are connected.