

HOW TO:

NOTARIZE AN LOA ONLINE

Getting a document notarized is easy. Simply upload your docs, verify your identity and you will be connected to a notary via an online meeting.



SCAN TO GET STARTED

1: Upload or Scan Your Document

Upload the full document (not just the signature page) as a .pdf or .docx file. Don't have the file saved? Use your mobile phone to scan and upload the document.



2: Create a Proof Account

Your documents and transaction details will be securely stored in your account where you'll also be able to initiate future notarizations and eSigns.

3: Verify Your Identity



Proof uses identification verification technology to ensure a secure transaction. Answer a few questions about your past, take a photo of your ID, & we'll confirm your identity in seconds.



4: Connect with a Notary on a Video Call

Notaries typically get connected with signers in as little as 2 seconds and are available 24/7.

5: Access & Send Your Completed Doc



Send the signed document to your BOX Account Manager so that we can obtain pricing for you and your customer!