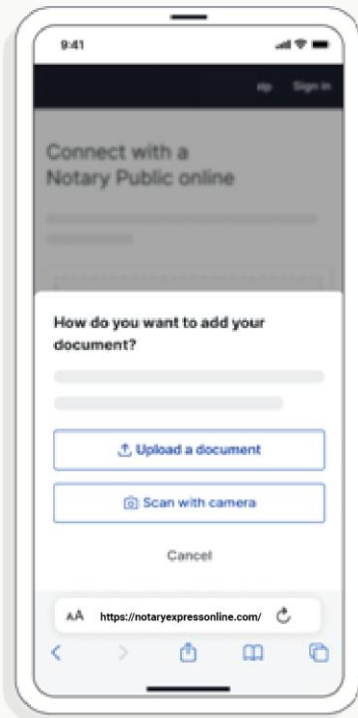# How It Works

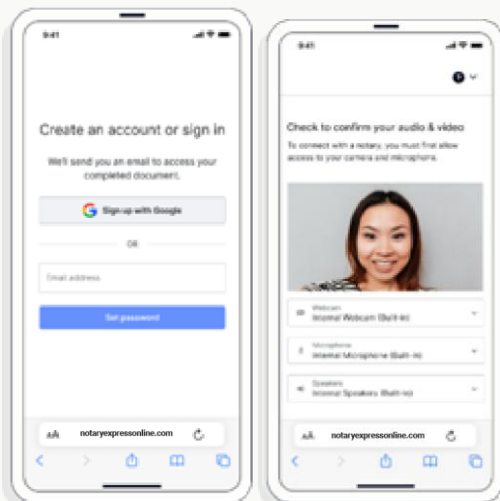**1. Select a template or upload your version**

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 all from within the BlueNotary platform.

2. Create an account to access your documents later

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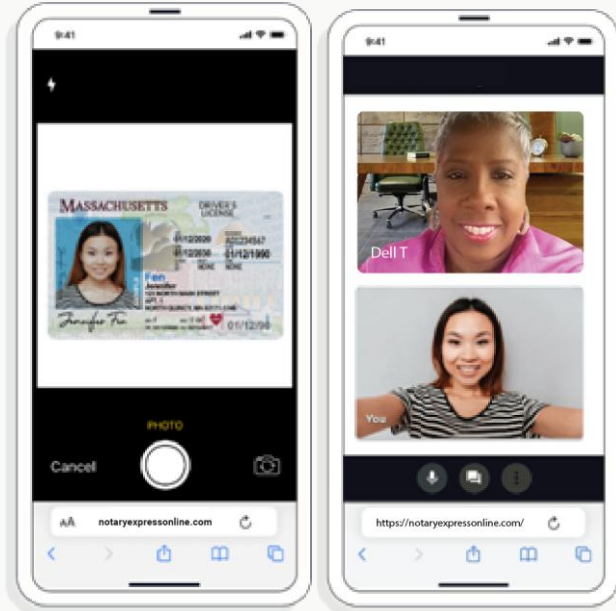

3. Verify your connection

A Wi-Fi enabled device with a camera is required for all notary meetings. Having a strong setup will ensure you're set up for success.

4. Verify your identity

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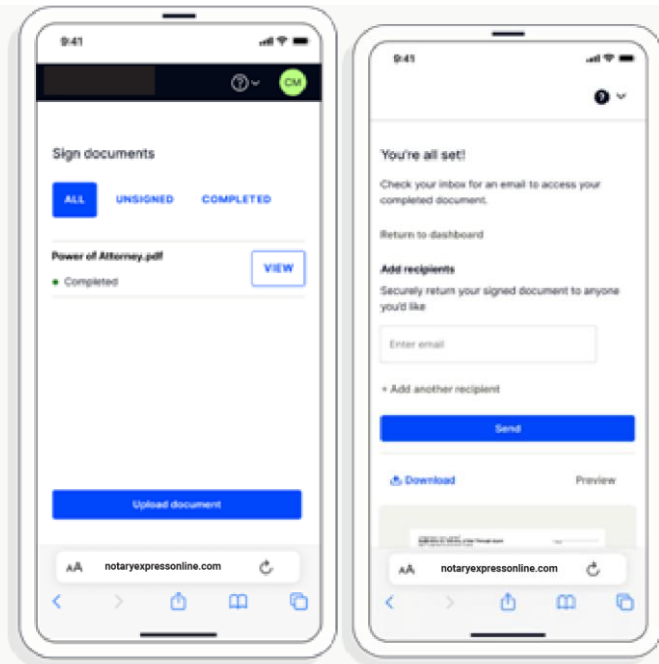

5. Connect with a notary

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

6. Access and download your documents

View your documents anytime in the BlueNotary platform.

7. Download or send document to another person

Share your documents within seconds.

Pricing
Signers and businesses save an average of 104 minutes per transaction with an on-line notary.

Individuals
For individuals who need a document notarized.

$25

for first seal

$10 per additional seal

Includes:

- 24/7 access to on-demand notaries
- Compliant notarization and eSign process
- Unlimited document uploads

- Secure document storage
- Desktop, mobile web, and app options
- Single or multi-signer