



## Notarize.com Signing Instructions

### Pre-Signing Steps 1-7

Pre-signing steps that need to be done in advance prior to closing.

These steps include reviewing the documents which could take up to 1-2 hours.

Write your questions down to ask the notary during your closing appointment.

### Step 1

You should receive an email from the Priority Title & Escrow.

When you are ready, Click on the “**Review and Sign**” link.



Brandon Mulgrew, the documents for your closing have been updated. Please review and sign before your closing.

DOCUMENTS EXPIRE ON

 **May 1 at 11:59 PM EDT**

[REVIEW AND SIGN](#)

## Step 2

### Set up password

Notarize

Welcome to Notarize. Priority Settlement Group of Texas has sent you documents to notarize online.



Sign up to get started.

brandonmulgrew@gmail.com

Password

[SET PASSWORD](#)

By clicking to Sign Up, you have read and agree to our Terms of Use and Privacy Policy.

## Step 3

Click **Sign now** to Enter



# Complete your closing entirely online

Seamlessly review, sign, notarize, and securely return your closing package to **Priority Settlement Group of Texas**

[Sign Now](#)

After entering the website click on “**Sign Now**” You will sign the E-Sign Consent document at this time and review the rest of your documents prior to closing. If you think of any questions, please have them ready for your notary. This step should be done in advance before your appointment.

641 Lynnhaven Pkwy, Suite 200  
Virginia Beach, VA 23452

Phone: (757) 431-1001  
Fax: (757) 431-0515

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## Step 4

Review the E-Sign Disclosure and Consent. This must be signed before reviewing your closing documents. Click on the **“Sign Now”** button at the top right-hand corner.

## Step 5

Next Create your digital signature then click on **“Agree & Create”** Using a pre-set signature is ideal for ease of use.

## Step 6

After you sign the E-Sign consent form, Click on the **“Next Document”** button at the bottom right and review all the documents until it says **“Complete”** Once you click on **“Complete”** this step is finished and you are done with your pre-signing process. Proceed with setting up your Audio and Video to trouble shoot any issues in advance before closing.

Document 4 of 4

COMPLETE

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## Step 7

Set-up for Audio/Video/Internet Wi-fi check. Once this step is complete, there is ***no need to proceed with ID validation until your scheduled appointment***. You will have to redo the ID verification the next time you log in to the system.

### Set Up Audio & Video



Before we connect you with a notary, we'll run some quick tests on your equipment and ask for video and audio permissions.

Please allow access when prompted for permission.

CONTINUE

- a. Select your proper video device
- b. Select your audio device
- c. Check your internet connection (done automatically), If your connection is weak, click rerun test. If issues persist unplug router wait 20 seconds and plug it back in to see if that clears the issue.
- d. If there is no audio/video, trouble shoot the issue and allow the website permission in browser settings. (See Additional Instructions provided)

Set Up Audio & Video

Webcam  
HD Pro Webcam C920 (046d:0892)

Video Preview

2 Select a device for audio

Microphone  
Microphone (HD Pro Webcam C920) (0...

Output

Speakers/Headphones (Realtek(R) Audi...  
Play test sound

Don't have a working microphone? ▾

3 Checking your connection (this may take a few seconds)

Your connection is weak. Try moving closer to your router. [Rerun test](#)

Having trouble setting up your devices? [See support tips here.](#)

CONTINUE

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## Step 8

Enter your Driver's License Information.

Verify Your Identity ×

Next we're going to ask you a few questions to validate your identity -- In order to generate these personalized questions, you must first provide the details below.

Name	First: Alexis	Middle:	Last: Pace
Enter your full name as it appears on your ID.			
Date of Birth	Month: <input type="text"/>	DD: <input type="text"/>	YYYY: <input type="text"/>
Last 4 SSN	* * * - * * - * * *		
Address	Street Address: <input type="text"/>		
	Unit / Apt #	City	
	Country: <input type="text"/>		

**Is my information secure?**

Notarize only uses the last four digits of your Social Security Number to securely confirm your identity, in accordance with the legal standard for online notarization. We never store this information. [Privacy Policy](#).

[CONTINUE](#)

## Step 9

**Validation questions**, you have 2 minutes to complete this portion, so please clear any distractions before you start this step. If you fail the authentication once, you will get a **second chance**. If you **fail twice**, you will be **locked out for 24 hours**.

Verify Your Identity



Next, we will validate your identity by asking you a few questions.

You will only have 2 minutes to complete the 5 challenge questions.

[GET STARTED](#)



You successfully passed the challenge questions.

Click below to continue our identity validation process, which will require you to snap a photo of your ID card.

[CONTINUE](#)

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### Step 10

Validate your driver's license by taking pictures of the front and back. Hold the ID up until the camera focuses. Make sure pictures are not blurry or the validation will fail.

Verify Your Identity

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Select a type of photo ID to add

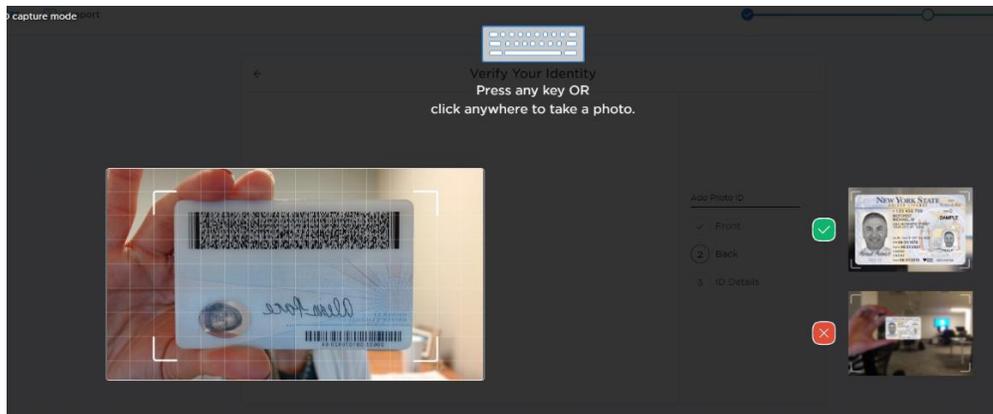
For security, we must capture your photo ID for verification. [Learn More](#)

US Driver's License

Other US Government-Issued ID 

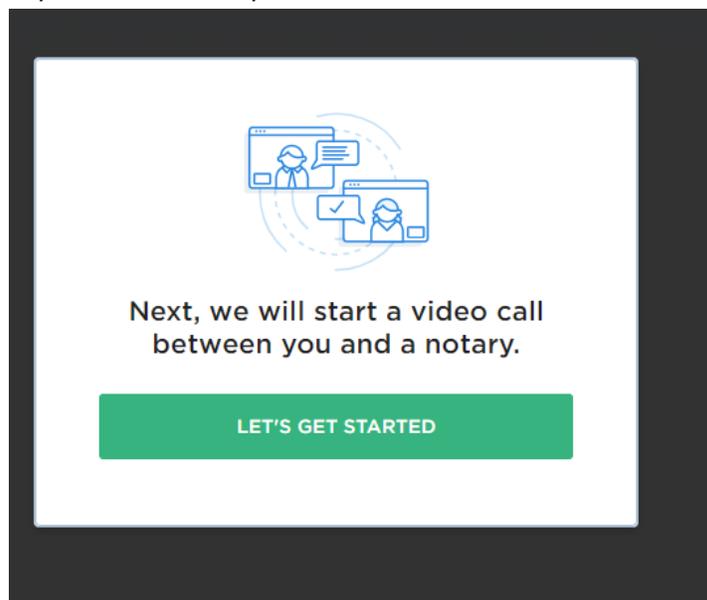
Passport

[Take Photo](#)



### Step 11

Finally, Click on **“Let’s get started”** and wait for your Remote Online Notary to join. During the signing if you experience any issues that you and the notary can not fix, utilize the **chat feature** within the site.



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