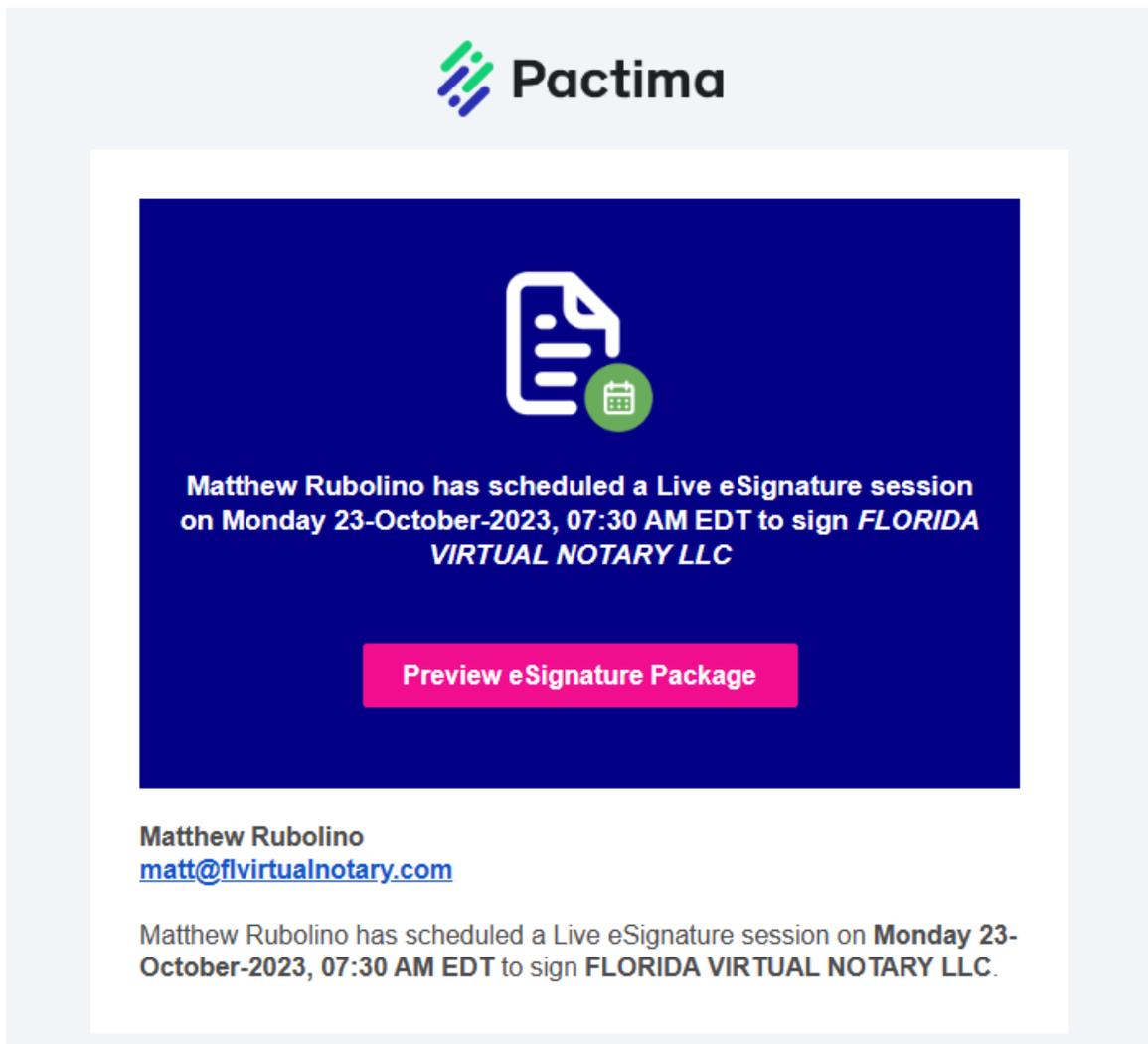


**REMOTE ONLINE NOTARIZATION
PACTIMA INSTRUCTIONS
FOR SIGNING AND BIOMETRICS**

First, check your email for an email sent by Pactima.



Second, ID Verification Screening

1. Click "Preview eSignature Package".
2. Scan QR Code using your smart phone. To do this, go to your camera app and attempt to take a photo on the code and then click the link that appears. IF YOU DO NOT HAVE A SMARTPHONE, click "Don't have a phone? Continue on this device".

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Continue on your phone

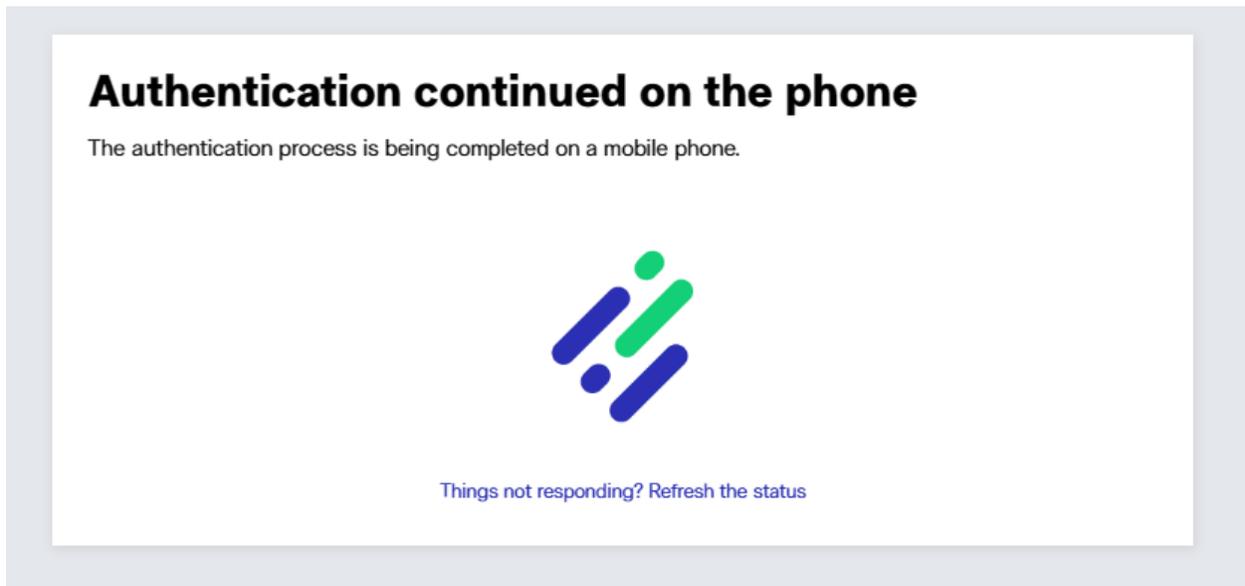
The authentication process needs to be completed on a cell phone. Scan the QR code below to continue.



⌄ Awaiting scan

[Don't have a phone? Continue on this device](#)

3. Once scanned, your device screen will show the below:



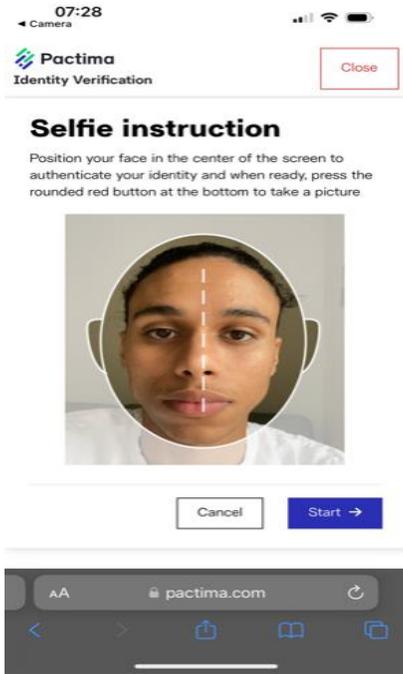
4. On your phone you will be prompted to do the following:

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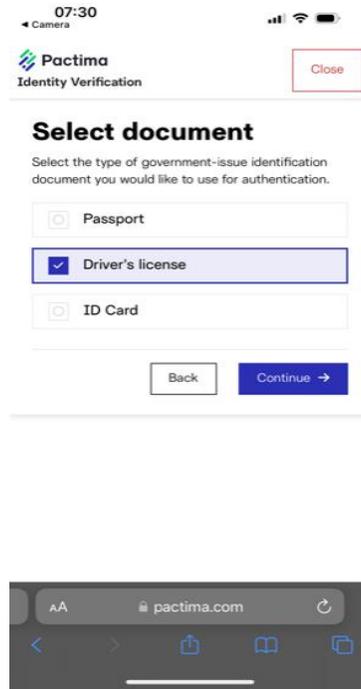


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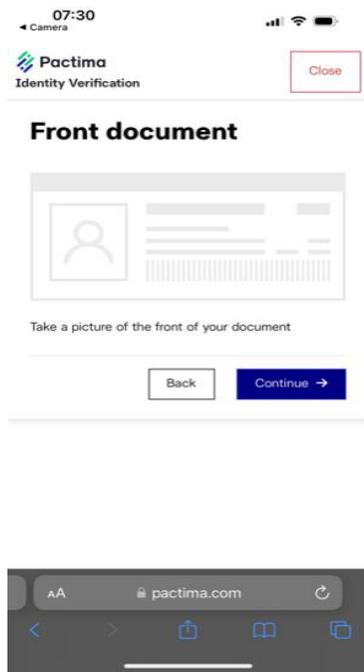
A) Take a selfie



B) Choose identification

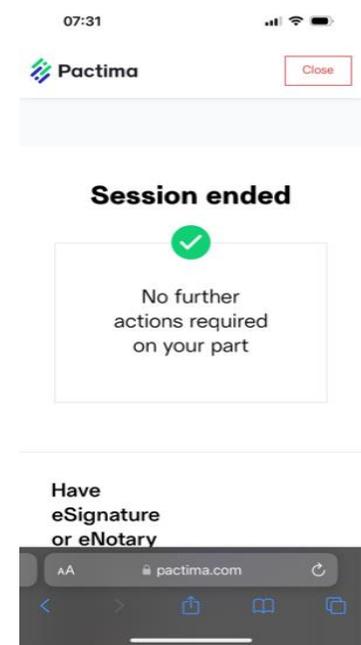


C) Example Driver License



D) Same for back of license

E) Identification Screening Completed

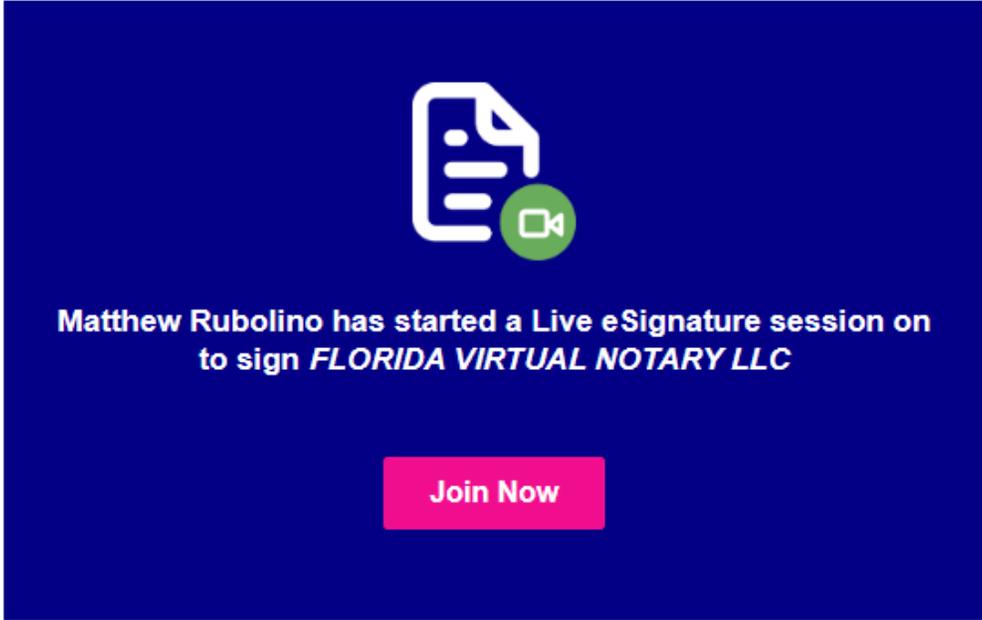


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Third, when notary starts the Remote Online Notarization (“RON”) session, signer receives email to join:



The banner features a white document icon with a green video camera icon overlaid on it. Below the icon, the text reads: "Matthew Rubolino has started a Live eSignature session on to sign *FLORIDA VIRTUAL NOTARY LLC*". At the bottom center of the banner is a pink button with the text "Join Now".

Matthew Rubolino
matt@flvirtualnotary.com

Matthew Rubolino has started a Live eSignature session on to sign **FLORIDA VIRTUAL NOTARY LLC**. For a better experience join from your computer or tablet device.

1. Click “Join Now”.
2. Signer accepts/grants access for use of microphone (audio) and video from browser.
3. Signer waits for host to join the audio and video session as follows:

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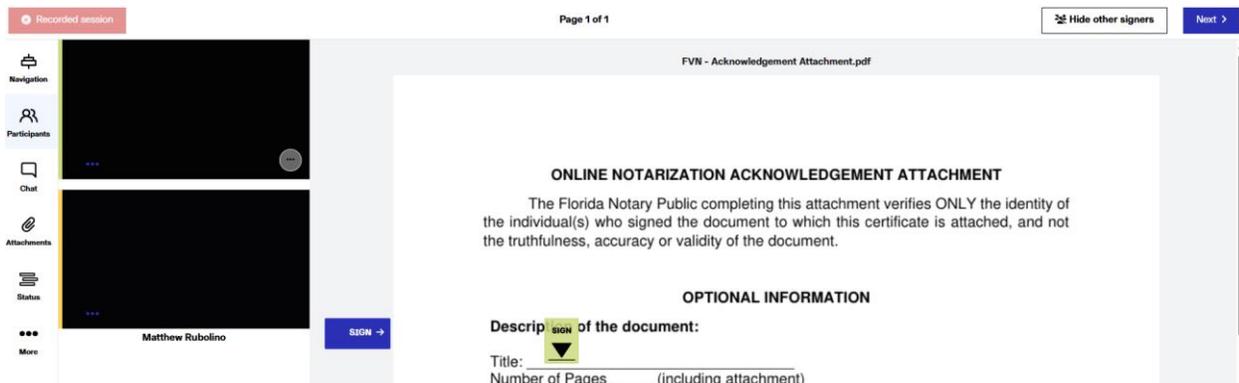


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Choose your audio and video settings for
FLORIDA VIRTUAL NOTARY LLC



4. Once the host joins, the “Waiting for Host” button turns green and you can click “Start” to see yourself, the host (Florida Online Notary) and documents to be signed electronically.
5. When you are ready to sign, click the blue sign button. If you are signing in more than one place, click “Next” at the top right and repeat.



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6. Adopt your e-signature and confirm your full name:

Adopt your signature x

Name *

Genna Rubolino

Type in

Change font type

Genna Rubolino

By selecting Adopt and Sign, I agree that this electronic signature is a legal representation of my signature for use in legally binding contracts, the same as my pen-and-paper signature.

Cancel Adopt & Sign

7. Once fully signed, click “Agree & Finalize” button at top right:



8. The Florida Online Notary will sign accordingly and end the audio and video session. Once you have fully paid for the notarization, the executed documents will be emailed to you.

Session Completed



Completed package has been sent by email

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Fourth, you will receive an email from Pactima to download your executed documents. Simply click “Download Package”.



FLORIDA VIRTUAL NOTARY LLC eSignature package has been completed. The secure download link expires on Sunday 20-October-2024, 19:12 PM EDT.

Download Package

Matthew Rubolino
matt@flvirtualnotary.com

All parties have completed the eSignature package. For security purposes, the secure download link above expires on **Sunday 20-October-2024, 19:12 PM EDT.**

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