



SIGNiX Sample Script for Notaries

Introductions:

Good morning _____. My name is _____ and I am a commissioned electronic notary in the state of _____.

Before we get started, I would like to inform you that today's audio-video session will be recorded. May I proceed?

Please state your full name for the record.

Are you the person whose name is listed in the documents?

To ensure we've prepared your signature correctly, are you signing today on your own behalf?

As I confirm your identity and review your document, can you briefly explain what I am notarizing for you today?

Thank you. Have you had time to read and review all documents prior to our meeting?

If your clients go through KBA, ask them to have their ID readily available as it will be needed during the call. (Having everything prepared before beginning the signing will help your clients avoid 'timing-out' in our system)

Login with authentication:

1. The first thing I will do is send you an email right now which should be titled “Your documents are ready to review.” Please click on the URL in that email which will open up SIGNiX in your browser.
2. The first page you will be brought to will ask you to retrieve the ID you will be using today and enter in the expiration date for that ID. You can use either a passport, a driver’s license, or an alternative state issued photo-ID.
3. The next page will ask you to first check the box to agree to legal consent. Then you will enter the last four digits of your social security number and date of birth (month/date/year). SIGNiX is a secure platform, and this information is not recorded or stored. It is a legal requirement to generate the KBA questions you will complete next. These questions are to confirm your identity.
4. On this next page you will have 2 minutes to complete these 5 questions. Please do your best to answer as accurately as possible keeping in mind you’ll need to answer 4 out of 5 correct. Please let me know when you have finished.
 - a. If you receive a message saying you failed, close out of the tab, return to the email URL, and click it again. If you are unable to pass the second time, you will be locked out for 24 hours and we will need to reschedule this meeting.
5. Now you will be prompted to begin verifying the ID you plan on using. You will select the country your ID was issued, select the type of ID you will be using, then you will be prompted to select a method to upload a photo of your ID.
6. You can upload your ID by using the webcam on your computer, uploading a photo saved on your computer, or by continuing another device.
 - a. When taking the photos please use a black or dark/solid background. Also ensure the ID is square in frame without cropping any portion of it, and that it is a clear, well-lit, photo. Once you see “Upload Successful,” return to your computer screen.
 - b. When uploading your ID using your webcam, you may need to turn your Zoom camera off for SIGNiX to access your webcam to scan the picture. After the ID is uploaded into SIGNiX, the webcam can be turned on again.
7. SIGNiX will ask you to create a password, and they choose a font for your signature to appear in. When finished, press the “Next” button.
8. Once you see the prompt that states, “Ready to Review and Sign”,
Depending on state requirements:
 - A. Please go to the Zoom application and share your screen with me using the large green button labelled “Share” at the bottom.
 - B. Proceed directly to the signing without sharing screen.

Login without requiring authentication:

1. The first thing I will do is send you an email right now which should be titled “Your documents are ready to review.” Please click on the URL in that email which will open up SIGNiX in your browser.
2. The first page you will be brought to will ask you check the box to agree to legal consent.
3. SIGNiX will ask you to create a password, and they choose a font for your signature to appear in. When finished, press the “Next” button.
4. Once you see the prompt that states, “Ready to Review and Sign”, please go to the Zoom application, and share your screen with me, using the large green button labelled “Share” at the bottom.

Signing Process:

1. Now that you are sharing your screen, please click “Let’s Go.” You should see the documents that we are going to sign today. Before we get started, I have a few questions to ask:
 - a. What state will this document be used/recorded in?

And for the following questions, please answer with a yes or no.

- ✓ Are you participating in today’s notarization of your own free will?
- ✓ Do you understand the contents of the document you’re about to sign?
- ✓ Do you agree to use a digital signature to sign the document?
- ✓ Do you understand and agree that by signing the document you legally binding yourself to the terms of this document?

At this point I will need to perform an oath. Please answer with I swear, or I affirm. Swearing is to God; Affirmation is on your honor. Please raise your right hand so I can see it in the camera.

“Do you solemnly swear or affirm under penalty of perjury that the statements made in this document are true to the best of your knowledge and belief? Do you swear or affirm?”

Great, thank you so much! Now we can proceed with the signing.

2. Please click “Go” and sign the document or enter text wherever needed.
3. **When finished, click “Finish,” then click “Quit” in the top right, and you can stop sharing your screen in Zoom.**
4. (If there are additional signer/witnesses, repeat steps 1-7 with each of them)
5. Now that you are finished, I will login myself, verify your ID, and then sign and notarize the documents.
6. I’m going to share my screen now that I am viewing the documents so you can watch me sign.

CLOSING STATEMENTS:

Thank you so much for your patience. Your signing is now complete, and you can now download the document from the email you will be receiving from SIGNiX. Make sure to remember the password you created to login.

Do you have any other questions for me at this time?

It was my pleasure assisting you _____. Have a great day!