



Signing up an organization

So, you've decided Astrean is the best tool for your remote online notarization business... GREAT! We think you're going to like what you see... Let's get started!

First, visit www.Astrean.com and click the button "Get Started". Navigate to "don't have an account." Fill in your Email Address, Phone Number (hint* this should be your cell number, as we'll text you a verification code), and Password. There's a few terms and conditions to read over when you're in the mood and then you're ready to "Sign Up". You will be texted an Astrean token almost immediately. Enter that in, then confirm.

Now, it's on to some quick details to personalize your account: Enter in your Job Title, Company Address, and Company Phone Number, then submit! You're almost finished.

One more critical step. Time to input your Organization Name. This is extra important as this will determine your personalized Astrean URL from here on out. For example: "AmazingCompany.Astrean.com" or "Love.Astrean.com " Don't worry – you can check to be sure your organization hasn't already been used. Try it out!

Once you've got your name, re-enter your email address and credit card info. You'll be verified then! Now, head on over to your personalized Astrean URL (yourselection.Astrean.com) and invite your team to join.

