



## Inviting team members to join

This is the easy part. All you have to do is share your personalized Astrean link (yourselection.Astrean.com) with your team. Your team will just need to click on “Don’t have an account? Sign Up”. They’ll enter in an Email Address, Phone Number (reminder – tell them to use their cellphone) and Password. Yeah... they have to read the terms and conditions too! But after that, they are all set!

**Requesting to be a Notary:** If your admin doesn’t assign you to be a notary – this is what you’ll want to do. Login into your personalized Astrean account. On the upper right-hand corner, click on the white and green person icon and select “Become a Notary”. Click fill in the appropriate information and click the submit or apply button (depending on your state).

Now is when it gets really cool! Time to verify you’re who you really say you are. Fill out the form that pops up, entering your First Name, Last Name and Date of Birth (hint\* an actual birthday with the correct year – not just what you tell people is required... we will check this!). Then, upload a pic of the front side of your driver’s license and a selfie. Click “Confirm”. We’ll take it from there! If you are who you say you are, you’ll get this note, letting you know you’re all set: Successfully Submitted Notary Application.

If this process doesn’t work, it’s best you check with your admin and have them assign you. This process can only be attempted one time.

