



Request an online notarization

On the main dashboard within your personalized Astrean account, you'll see the big green button under the flashing red one, labeled "Request Notarization". Click that, and give your document a name, identify the document type (hint, it's likely a PDF), choose your file to upload and "Confirm". You'll get a pop-up letting you know that you've done everything right. You can click anywhere on the screen to exit the request.

At this point, it's helpful to verify a few necessary pieces of information. If the "Photo ID Verification" is not selected, this is a step that needs to be completed. Easily done with Astrean! Click on the "Verify" button to select an option... You can either select a previous verification (if you have one) or start fresh if you're a newbie.

Here's the steps for a newbie:

Let's verify you are whom you say you are. Fill out the form that pops up, entering your First Name, Last Name and Date of Birth. Then, upload a pic of the front of your driver's license and a selfie. Lastly, 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 you've done this before, just select "Use Previous" and pick one.

If you've done this before, select that identify verification from the list and click "Confirm" to move to the next step! You'll get a pop up confirming everything went through. Click anywhere on the screen to exit the pop-up. Helpful hint: don't be alarmed if the button doesn't show it's completed right away - simply refresh your screen and it will be updated!

