



Schedule an online notarization

Within your personalized Astrean account, click on the “Schedule Notarization” on the green header. Then select the green “Schedule Notarization” button. Pick your date and time slot.

Note, you can only select times on the hour or every half hour.

Once you click “Next” you’ll be brought to a familiar screen. Give your document a name, identify the document type (likely a PDF), choose the file to upload and click “Next”. Once everything looks good, you can click “Schedule”.

We know what you’re thinking now... Yes, the popup is still up but you saw it scheduled in the background. Just click anywhere on the screen outside of the box, and you’ll be all set!

Remember, it’s best to complete the KBA and Verification process now too - so when it’s time to sign, you’re ready!

