



The RON (remote online notarization) process

Within your personalized Astrean account, the notary can go to the upper right-hand corner and click on the “Notary Dashboard”. Accept the pending notarization. Now, both the notary and the signee are ready to go into the video call by clicking on the “Enter Video Call” button.

Once both parties are in the video chat, the users will need to be verified. After verification is complete, click on the “Sign Document” button. Agree to the terms and walk through the signing steps. Attach your Notary Seal and Short Form Certificate too. Sign below the video chat in the “E-signature Section” to complete the process.

All your historical documents will be easily accessible with your within your dashboard:

For users - download the documents when you need

For notaries - add any notes that might be beneficial moving forward.

Viola! You’ve completed an easy-to-use, legally binding, safe, secure online notarization.

