

## How to Become a Remote Online Notary in Maryland

- 1. Hold an existing commission as a traditional Notary Public.
- 2. Contract with technology provider(s). www.securedsigning.com
- 3. Send to <a href="helpdesk@securedsigning.com">helpdesk@securedsigning.com</a> a request for your digital signature/stamp. These are included with your subscription
- 4. Download and complete the Remote Notary Notification Form.
- 5. Send your form along with a copy of your current commission to <a href="mailto:remotenotary.sos@maryland.gov">remotenotary.sos@maryland.gov</a>.

Once you have been approved by the MD SOS please register and set up your account: Go to <a href="www.securedsigning.com">www.securedsigning.com</a> > Pricing > Notary Pricing > Business Plan > Buy Now and follow the prompts to register your account. Here is a link that reviews the additional steps to add Remote Online Notarization to your account: <a href="https://player.vimeo.com/video/483250125">https://player.vimeo.com/video/483250125</a> Once completed, register for our training classes at the below link. <a href="https://attendee.gotowebinar.com/rt/1797125798053898327">https://attendee.gotowebinar.com/rt/1797125798053898327</a>

**Note:** We have a new RON Quick Start manual with an interactive "How do I ..." section on the last page. To access/download > Login > Upper Left of screen.

Also, take a look at our **YouTube channel** of eLearning videos at:

Should you need any assistance with the process please reach out to: <u>Support@IdenTrust.com</u> at: 1.888.339.8904

