

SIGNING UP FOR A DIGITAL SIGNATURE CERTIFIO FOR EMPLOYEES

The Notarius digital signature, CertifiO for Employees, is a digital signature certificate that confirms your identity and organizational affiliation.

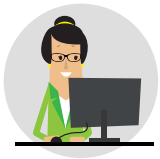


SIGNING UP

For smaller organizations, the entire process can be completed by the individual applicant.

For larger companies, there may be more people involved based on the security level settings of the organization. This document outlines the roles and responsibilities of all participants involved in the onboarding of a new CertifiO for Employees applicant.

KEY ROLES



COMPANY PROJECT MANAGER



APPLICANT



NOTARIUS IVA



COMPANY IT SUPPORT



NOTARIUS CUSTOMER SUPPORT

KEY STEPS



1 PROJECT MANAGER OPENS A CORPORATE BILLING ACCOUNT

Companies comprising 5 or more users can open a corporate account. A company Project Manager must be named to handle the corporate deployment of digital signatures.

🕒 5 MIN

IMPORTANT: For companies with less than 5 subscriptions, payment must be completed online by credit card.



LINK TO OPEN CORPORATE BILLING ACCOUNT FORM: notarius.com/corporatebilling

Wait until the account is created before going to Step 2



2 APPLICANT FILLS OUT PERSONAL SUBSCRIPTION FORM FOR AUTHORIZED ASSOCIATION

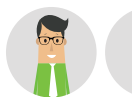
Applicant must individually sign up to register for their personal CertifiO for Employees digital signature.

🕒 5 MIN

IMPORTANT: THIS STEP CAN ONLY BE COMPLETED BY THE APPLICANT. It includes a series of personal questions/answers that are used to identify Applicant and access online account.



LINK TO APPLICANT SUBSCRIPTION FORM: notarius.com/Certifioforemployees



3 APPLICANT SCHEDULES FACE TO FACE ID VETTING FOR A CERTIFIO FOR EMPLOYEES DIGITAL SIGNATURE

Once the personal subscription form is completed by Applicant; an email is sent to schedule a face to face online meeting with a Notarius appointed Identity Verification Agent (IVA).

🕒 10 MIN

IMPORTANT: The simplest and most efficient way to conduct ID vetting session is with a smart phone equipped with a camera and microphone.



LINK TO PREPARATION AND ONLINE FACE TO FACE IDENTITY VERIFICATION: notarius.com/idverification



4 COMPANY IT SUPPORT INSTALLS CERTIFIO SUITE SOFTWARE FOR APPLICANT

Notarius provides a complete set of software tools, CertifiO Suite, to activate and use CertifiO for Employees digital signatures. However, since CertifiO Suite requires administrative rights to install, the intervention of a Company IT Support resource will be required to complete this step.

🕒 15 MIN

IMPORTANT: CertifiO Suite is included for free with CertifiO for Employees and can be installed on any corporate computer.
IMPORTANT: If CertifiO Suite is not installed, APPLICANT WILL NOT BE ABLE TO ACTIVATE THEIR CERTIFIO FOR EMPLOYEES DIGITAL SIGNATURE.



LINK TO DOWNLOAD CERTIFIO SUITE: notarius.com/downloadCertifiOsuite



5

AFTER APPROVAL, APPLICANT MUST ACTIVATE CERTIFIO FOR EMPLOYEES DIGITAL SIGNATURE

CertifiO for Employees digital signature will not be emailed to you, but rather activated by entering a reference code and answering secret questions that only the Applicant would know the answers to.

🕒 5 MIN

IMPORTANT: At the end of this process, the Applicant will have a fully functional CertifiO for Employees digital signature that can be used to authenticate electronic documents.

IMPORTANT: Certain ports must be opened or a proxy must be configured to allow CertifiO Suite to reach the Notarius Certificate Authority and activate the CertifiO for Employees digital signature.

LINK TO MINIMUM REQUIREMENTS:

🔗 notarius.com/CertifiOrequirements

TROUBLESHOOTING

TECHNICAL ISSUE

Cannot activate CertifiO for Employees digital signature

POTENTIAL CAUSE

CertifiO Suite is not installed

SOLUTION

Contact Company IT Support to install CertifiO Suite

LINK

🔗 notarius.com/downloadCertifiOsuite

Cannot activate CertifiO for Employees digital signature

Firewall or Proxy not configured to communicate with Notarius' Certificate Authority

Contact Company IT Support to configure Firewall or Proxy

🔗 notarius.com/proxy-configuration

Cannot install CertifiO Suite

Applicant lacks administrative rights to install software on their computer

Contact Company IT Support to install CertifiO Suite

🔗 notarius.com/install-certifiO-suite

Software Suite takes 20 minutes to install

Firewall or Proxy not configured to communicate with Notarius' Certificate Authority

Contact Company IT Support to configure Firewall or Proxy

🔗 notarius.com/proxy-configuration



CUSTOMER CARE

Notarius services a large community of users from coast to coast. As such, our digital signature service includes a variety of training tools and assistance, free of charge.

- Help/FAQ Section: 🔗 notarius.com/help
- ConsignO Desktop Training Videos: 🔗 notarius.com/videos
- ConsignO Desktop User Guide: 🔗 notarius.com/guide

- Live Webinar every Wednesday: 🔗 notarius.com/webinars
- Support via Email: 🔗 support@notarius.com
- Support via Phone: 1-855-505-7272
- Online Chat Service: 🔗 notarius.com



For More Information

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