

What to Expect During the ID VERIFICATION



You have filled out your digital signature application. You have confirmed your e-mail address, made the payment and are now ready to have your identity verified. What do you need to prepare for this meeting?

1 PREPARE TWO PIECES OF ID

They must be issued by a recognized governmental entity and valid (please note that only the physical and original IDs will be accepted).

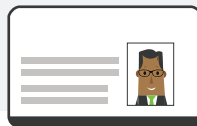
The *primary ID* must include first(s) and last(s) name, birth date, picture **and signature**.

The *secondary ID* must contain, at a minimum, first(s) and last(s) name.

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Notarius reserves the right to perform subsequent checks before issuing a digital signature certificate.

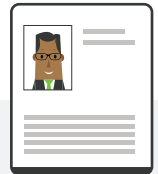
PRIMARY ID

- Driver's licence
- Passport
- Medicare card
- Citizen ship card
- Permanent residency card



SECONDARY ID

- Any additional primary ID
- Social insurance card
- Governmental birth certificate
- Nexus card
- Employee card issued by a federal or provincial authority (excluding Crown corporations and state-owned enterprises, as well as cities and municipalities)



2 HAVE A PEN AND BLANK SHEET OF PAPER READY

You will need it during the identity verification

3 TEST THE READABILITY OF THE PIECES OF ID USING YOUR CAMERA

(use a smartphone when possible)

Your identity verification is performed face-to-face with one of our agents, using the videoconferencing service **Zoom.us** with end-to-end encryption.

NOTE :

This test does not check your Internet speed. Please make sure to use a high-speed connection during your identity verification session.

SIGN AND SCAN

Your Electronic Signature Appearances

Sign and / or affix your seal or image to import into ConsignO, then scan this page and use the *Signature Appearances Wizard* (available from the *Edit* menu) to create the desired aspects.

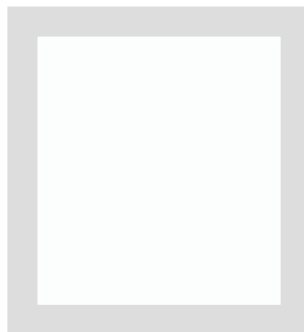
Tip: To import with ease, sign with a black ink pen and press firmly to get a solid line.

SIGNATURE AND INITIALS

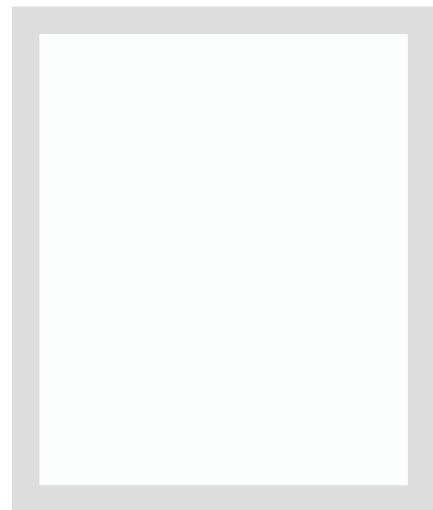


SEAL AND/OR SIGNATURE OR ANY OTHER IMAGE

SMALL FORMAT



LARGE FORMAT



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.

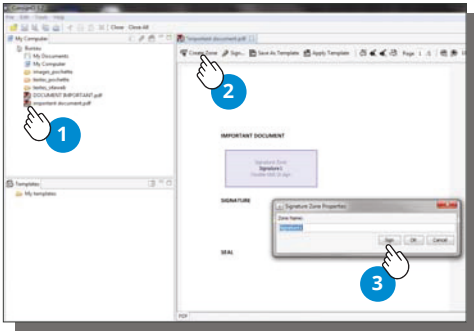
- Help/FAQ Section: notarius.com/help
- ConsignO Desktop Training Videos: notarius.com/videos
- ConsignO Desktop User Guide: notarius.com/guide

- 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

MY FIRST digital signature

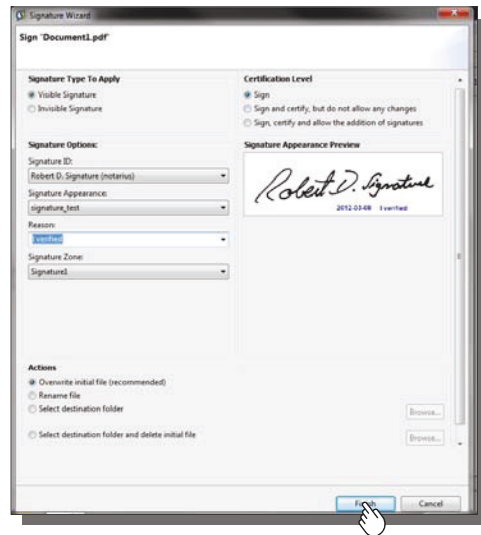
STEP 1

Using ConsignO Desktop, **open a document** and **create a signature zone**, then **click the SIGN button**.



STEP 2

Follow the steps in the Signature Wizard.



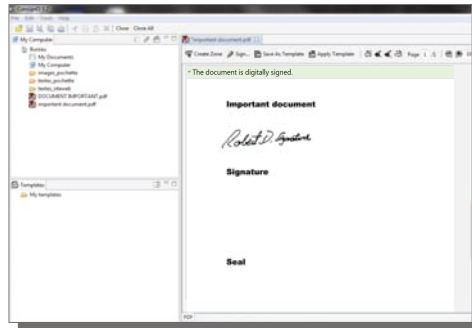
STEP 3

Enter your password to apply your digital signature.



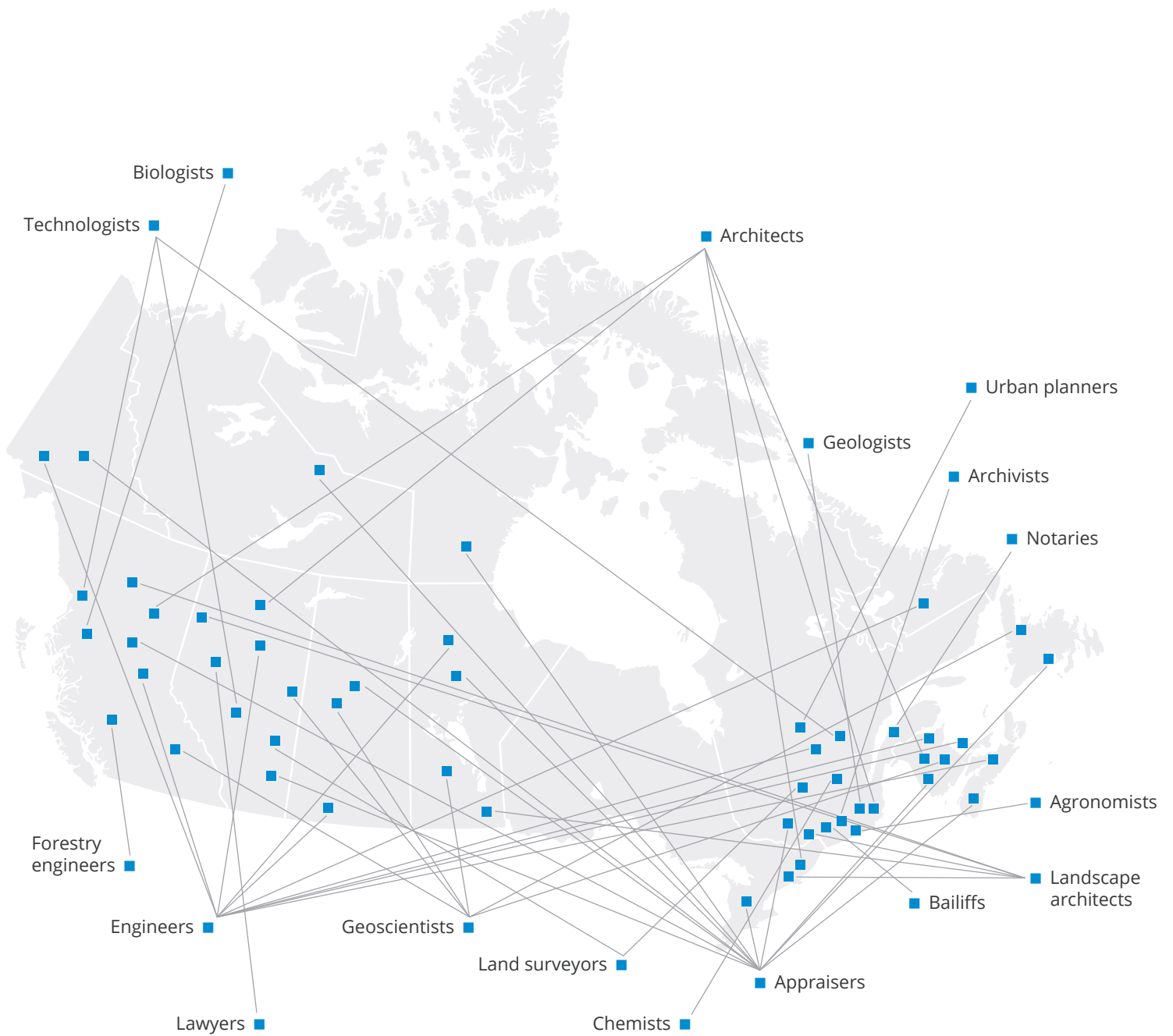
STEP 4

Congratulations! You have successfully applied your first digital signature.



They Chose Notarius

Given the growing need to exchange reliable electronic documents and make trusted transactions, more and more professionals are calling on Notarius. Notarius' digital signature solutions are used in numerous professions across the world.



For More Information

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notarius

Digital transformation.
Legally reliable documents.