



COLONIAL CONSULTANTS & NOTARY SERVICES **REMOTE ONLINE NOTARY (RON) INSTRUCTIONS**

12/01/2021

1. GET YOUR DOCUMENTS TOGETHER
 - A. WE'LL NEED THEM IN DIGITAL FORMAT – PDF WORKS BEST.
 - B. REVIEW THE DOCUMENTS SO THAT YOU'RE AWARE OF THE CONTENT & KNOW HOW MANY NOTARIZATIONS NEED TO BE COMPLETED.
 - I. THE RON SESSION – WHICH INCLUDES ID VERIFICATION; VIDEO MEETING WITH CCNS NOTARY & ONE NOTARIZATION COSTS **\$25.00**
 - II. EACH ADDITIONAL NOTARIZED PAGE DURING THE SAME SESSION IS **\$10**
2. CONTACT CCNS/SEND US YOUR UNSIGNED DOCUMENTS.
 - A. EMAIL INFO@MY-CCNS.COM OR CALL (239)896-5703 SO WE CAN SCHEDULE A TIME TO CONDUCT THE SESSION,
 - B. SEND YOUR DOCUMENTS TO US AT INFO@MY-CCNS.COM
 - I. WE'LL REVIEW THEN PREPARE YOUR DOCUMENTS, ONCE EVERYTHING IS CHECKED AND WE HAVE UPLOADED YOUR DOCUMENTS TO THE PLATFORM YOU'LL RECEIVE AN INVITATION TO JOIN THE CCNS NOTARY FOR A RON SESSION.
 - II. ONCE WE LOCK IN YOUR RON SESSION YOU'LL BE INFORMED OF THE TOTAL COSTS OF THE ONLINE SESSION.
 - III. PAYMENT MUST BE MADE TO CCNS PRIOR TO THE RON SESSION.
 - C. CCNS ACCEPTS THE FOLLOWING PAYMENT METHODS: CREDIT/DEBIT CARD, ELECTRONIC FUNDS TRANSFER, CASHAPP, VENMO & PAY
3. FOLLOW THE DIRECTIONS ON THE EMAIL, ONCE IN THE SECURED SIGNING PLATFORM YOU'LL BEGIN YOUR IDENTITY VERIFICATION
 - A. HAVE YOUR VALID DL/ID CARD READY
 - B. THE SYSTEM WILL ALSO PERFORM A KNOWLEDGE BASED ASSESSMENT (KBA) – QUESTIONS ABOUT FORMER RESIDENCES & OTHER INFO FOUND IN PUBLIC RECORDS (IDENTICAL TO THE PROCESSES WHEN APPLYING FOR FINANCIAL ACCOUNTS).
4. YOU'LL JOIN THE NOTARY ON VIDEO CHAT TO SIGN/NOTARIZE YOUR DOCUMENTS
 - A. THE NOTARY WILL PROVIDE GUIDANCE FROM THIS POINT
 - B. UPON COMPLETION OF THE SESSION YOU'LL RECEIVE YOUR COMPLETED DOCUMENTS VIA EMAIL.
 - C. PRINTED COPIES CAN BE SENT TO YOU OR ON YOUR BEHALF FOR A SMALL FEE.