

ONLINE NOTARY PROCEDURES

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Online Notary Session Requirements:

You must...

- Be available the full 15 minute window you sign-up for. There are items you must complete before the live webcam session with the notary within that 15 minute window.
- Have the ability to capture and upload front & back of driver's license and a "selfie" (taking a photo of yourself).
- Have the ability to answer 5 publicly available personal questions in 2 minutes (only 2 attempts available).
- Have a webcam with microphone capabilities, either on a smartphone or computer.
- Be comfortable with signing documents electronically online. You will e-sign your documents during the live webcam session with the notary.

If you are unable to meet any of these requirements, please consider visiting your local notary at your convenience to complete the Special Power of Attorney for your investment.

Step by Step E-Notary Investor Instructions (via smart phone)



Investor will receive an email from DocVerify with a link.

Click on the link to Start Notary Transaction.

Identity Verification

The Remote e-Notarization requires 3 steps.



Step 1 - Identity Verification

This step requires your personal information in order to identify your identity as required by state law. Please make sure to provide the correct information or your identity cannot be identified you will not be able to get your document e-notarized.



Step 2 - E-Signature

This step you will adopt your electronic signature for the document(s) to be e-notarized.



Step 3 - Web Cam Session

The final step requires the web cam session where you will be able to see the notary, and the notary will be able to see you. Certain parts of the session will be recorded, and archived.

When you're ready, click "Get Started" to begin.

Get Started

Step 1: This step requires your personal information in order to identify your identity as required by state law. Please make sure to provide the correct information or your identity cannot be identified you will not be able to get your document e-notarized.

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When you are ready, click **Get Started** to begin.

STEP 1 | Identity Verification

Review and Agree To Disclosure

Please read the E-Signature, Records & Remote Notary Disclosures below

I agree to use electronic signatures, records, and remote notary.

I Agree' Continue

Electronic Signature, Records, and E-Notary Disclosures

Federal and state law requires that Ignite Funding ("Company") and/or DocVerify, Inc. ("DocVerify") displays or sends certain required notices and disclosures to you as set forth below ("Disclosures").

The terms and conditions describe our process for providing to you such notices and Disclosures, which includes sending e-records in electronic form and for obtaining your consent and approval by e-signature through the Company and/or DocVerify electronic signing system. Please read the Disclosures below carefully and thoroughly. When you have verified that you are able to access this information electronically to your satisfaction and agree to receive these notices and Disclosures through electronic delivery, you will then need to agree to these terms and conditions and confirm

various personally identifiable information in order to perform our services for you. The personal information is required by various State and Federal laws to be collected and stored by us in order to verify your identity and to allow us to perform the services you have requested and for other limited purposes. For more information about what personal information we collect, why we collect it and what rights you may have with respect to your data please review the Privacy Policy in its entirety. The Privacy Policy also describes DocVerify's manner and scope of collection, use, sharing and storage of your personal data. Please see our Privacy Policy located at: <https://www.docverify.com/Our-Company/Privacy-Statement>. If you are a European Union or California resident then you may have additional rights as set forth in the addenda to the Privacy Policy.

AGREEMENT: By checking the 'I Agree' box, I confirm that: I am able to access and read this ELECTRONIC RECEIPT OF ELECTRONIC SIGNATURE AND RECORD DISCLOSURES document; and I am able to print on paper the Disclosures or save or send the Disclosures to a place where I can print it, for future reference and access; I have reviewed the terms of the Privacy Policy with respect to collection of my personal data and DocVerify's use thereof; and I also agree to DocVerify's Terms of Service located at <https://www.docverify.com/Our-Company/TOS>.

I Agree' Continue

Check the box labeled: I agree to use electronic signatures, records, and remote notary.

This will take you to the bottom to a green box to **click I Agree Continue**.

Identity Verification

1 > 2 - Attempt 1

Accurate Information Required - The e-Notarization process cannot be started or completed without successfully passing ID Verification, and is required by the state. After the verification is completed, you will then enter and adopt your electronic signature. Also, if you're not a U.S. citizen, don't have a social security number, and don't have a U.S. address you will most likely not pass this required step.

* Still not sure if you qualify? [Click here](#) to take the test.

The following info is required.

1. A copy of your **License (Front & Back)**, and a **Face Pic**. Click "Capture" button below to begin.
2. Your **Legal Name** as it appears on your **Drivers License**
3. Your **Date of Birth**
4. Last 4 or all numbers of your **Social Security**

Identity Verification

Capture License and Photo

What's Required

- FRONT Pic of License or State ID
- BACK Pic of License or State ID
- FACE Pic

What's Needed

A device with a camera to capture with.

What's Not Accepted

- Green Cards
- Passports

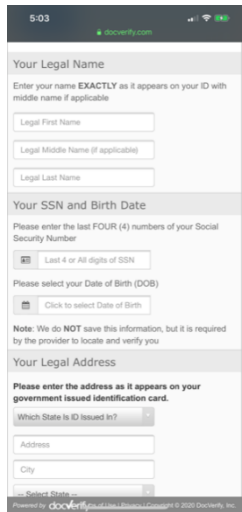
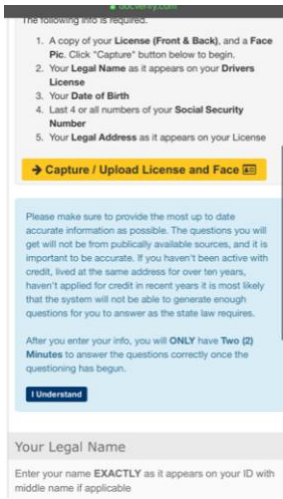
Recommended - Attach and Upload

Use Text SMS

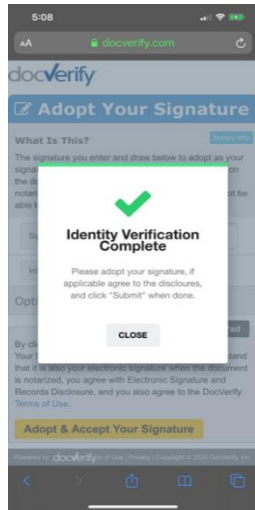
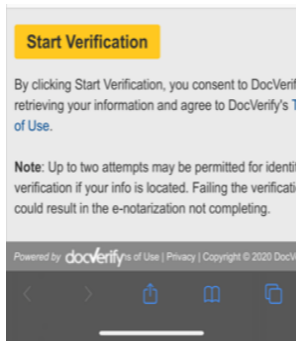
Powered by docVerify

The next step is to provide a **copy of your Driver's License** front and back that can either be uploaded from an attachment or through a DocVerify system generated text message prompts that is a 3-step process (front image, back image and selfie).

Click Capture / Upload License and Face

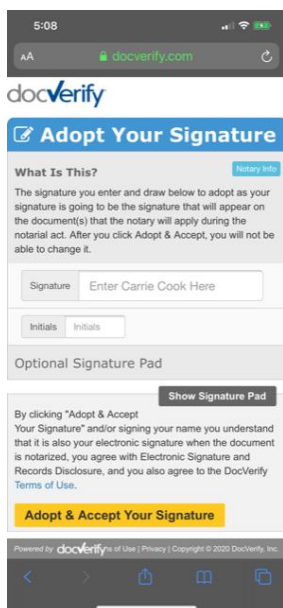


Then **click** I Understand to acknowledge that you will be prompted at the conclusion of completing your **full legal name** as presented exactly on your Driver's License, **last four digit of your social security number**, your **date of birth**, your **legal address** as it appears on your Driver's License, and your mobile phone number to begin answering a series of publicly available personal questions that **must be completed in 2 minutes**.



Once you **click** Start Verification you will only have 2 attempts and 2 minutes to successfully complete a series of 5 questions.

STEP 2 | Adopt Your Electronic Signature



You will enter your first and last name and initials to be applied as your e-notarized signature. Then **click** Adopt & Accept Your Signature.

STEP 3 | Webcam Notary

docVerify


 Your signature and initials have been successfully adopted and accepted.

⚠ Camera and Microphone Require Permission
After all signers have been verified, and you will be able to click the "Start Cam Session" button. The browser may ask for permissions for BOTH your camera and microphone. When prompted make sure to give www.docverify.com full access to BOTH the camera and microphone. Make sure to also click the check box to remember your decision if the choice is given.

Visit [DocVerify Help](#) for troubleshooting.

You will then be ready to join the notary session.

Join Notary Session

 **Waiting For The Notary or Others to Join**
Please click the button below when it says "Start Web Cam Session" to start your web cam.

 **Connection speed has not been determined yet.**
Please do the quick connection speed test to see if your current connection will be able to accommodate remote notarizations.

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