
BlueNotary Remote Online Notarization Setup Guide

Step-by-step instructions for first-time signers

Prepared for Gulf Coast Notary Pros, LLC clients

Use this guide to set up your BlueNotary session so Gustavo Coutin / Gulf Coast Notary Pros, LLC can notarize your document by Remote Online Notarization (RON).

1. Before You Start

Gather the required items before opening your BlueNotary invitation link.

1. A valid government-issued photo ID, such as a driver license, state ID, passport book, passport card, or permanent resident card.
2. A laptop, desktop, tablet, or smartphone with a working camera and microphone.
3. A stable internet connection and a quiet, well-lit location.
4. The document in PDF format, if you are responsible for uploading it.
5. Your full legal name exactly as it appears on your identification.
6. Your email address and mobile phone number.
7. Payment method, if payment is collected through the platform.

Important: Do not sign the document before the live video session unless the notary has specifically instructed you to do so. Many RON documents must be signed during the recorded session.

2. Send Your Information to the Notary

Provide the basic session information so the notary can prepare the BlueNotary invitation.

1. Full legal name as shown on your ID.
2. Email address where you want the BlueNotary invitation sent.
3. Phone number for day-of-session coordination.
4. Type of document being notarized, if known.
5. Whether there are additional signers or witnesses.

3. Open the BlueNotary Invitation

After the notary creates the session, BlueNotary will send you a secure invitation link by email.

Action	What to Do
Step 1	Open the email from BlueNotary and click the secure session link.
Step 2	Create a new BlueNotary account or sign in if you already have one.
Step 3	Confirm your name and email address.
Step 4	Review the session details and continue to the identity verification steps.

4. Upload or Confirm the Document

Some sessions are prepared by the notary. Other sessions require the signer to upload the document.

1. If the document is already attached, open it and review it for accuracy.
2. If you must upload the document, select the upload option and attach the PDF.
3. Make sure the document is complete and readable before continuing.
4. Do not alter the document after it has been uploaded unless the notary instructs you to do so.

5. Complete Identity Verification

BlueNotary may require identity proofing before or during the session. The exact flow may vary by state, document type, and session setup.

1. Enter your requested personal information accurately.
2. Complete Knowledge-Based Authentication (KBA), if prompted. This usually involves personal history questions.
3. Complete biometric facial verification, if prompted.
4. Upload or capture images of your government-issued ID when requested.
5. Use good lighting and make sure the ID image is clear, flat, and not blurry.

6. Add Payment Details

If payment is collected through BlueNotary, the platform will prompt you before the session begins.

1. Enter the requested payment information.
2. Confirm the fee before continuing.
3. Contact Gulf Coast Notary Pros before paying if the fee does not match the quoted amount.

7. Join the Live Video Session

The notarization is completed during a live audio-video meeting with the remote online notary.

1. Join from the BlueNotary session link.
2. Allow camera and microphone permissions when your browser asks.
3. Keep your physical ID nearby for visual confirmation.
4. Stay on camera for the entire session.
5. Follow the notary's instructions before signing, initialing, or dating the document.

8. Sign and Complete the Notarization

The notary will guide you through the signing process inside BlueNotary.

1. Click each required signature, initial, date, or checkbox field when instructed.
2. Answer any required notarial questions clearly and verbally.
3. Wait for the notary to apply the electronic notary seal and complete the session.
4. Do not leave the session until the notary confirms the notarization is complete.

9. Download Your Notarized Document

After completion, the notarized PDF is typically available through your BlueNotary account.

1. Go to your BlueNotary document area or follow the post-session instructions.
2. Download and save the completed notarized PDF.
3. Send the document to the receiving party as instructed.
4. Keep a backup copy for your records.

10. Common Troubleshooting

Most issues are browser, connection, camera, microphone, or ID image related.

Issue	Fix
Camera or microphone will not connect	Refresh the browser, allow permissions, close other video apps, or switch to Chrome.
ID photo fails	Retake the image in better lighting. Keep the ID flat, fully visible, and glare-free.
KBA questions fail	Check that your personal information is entered correctly. Contact the notary for next steps.
Invitation link does not open	Copy and paste the link into Chrome, or ask the notary to resend the individual signer link.
Document is locked or encrypted	Upload an unlocked PDF or contact the notary before the session.
Additional signer needs to join	Tell the notary before the session so the additional signer can receive the proper invite.

11. Final Signer Checklist

Use this quick checklist before the appointment starts.

1. Document uploaded or ready for upload
2. Government-issued ID available
3. Camera and microphone working
4. Internet connection stable
5. Full legal name entered correctly
6. Payment method available, if required
7. Quiet and well-lit location selected
8. Document not pre-signed unless instructed

12. Contact

Contact Gulf Coast Notary Pros if you have trouble before or during the session.

Company	Gulf Coast Notary Pros, LLC
Email	contact@gulfcoastnotarypros.com
Website	gulfcoastnotarypros.com