

# Setting an eNotary's Billing for Auto-Renew

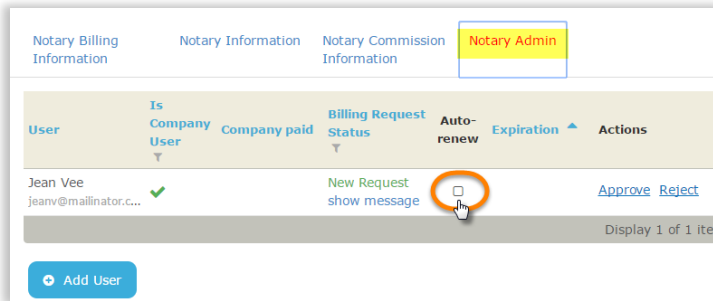


## New eNotary:



1. Within your Pavaso account, click on the eNotary application icon on your Home Dashboard.

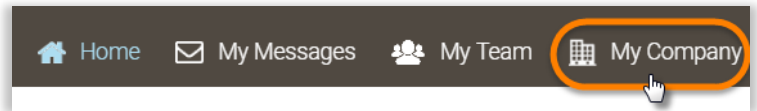
*Note: If you do not see this icon, hover over your name at the top right-hand corner and click on "My Profile" and then on "Notary" link from the menu list on the left-hand side.*



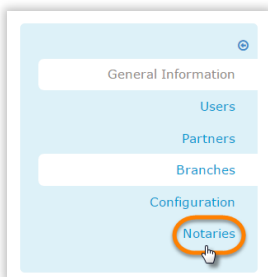
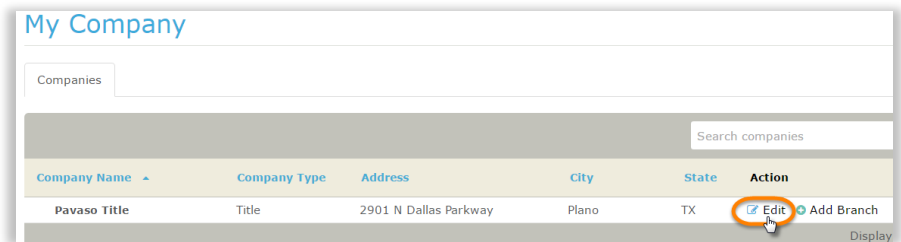
2. Under the "Notary Admin" tab, you can check the "Auto-renew" box before approving a Notary's billing request to become an eNotary.

## Existing eNotary:

1. On your Home Dashboard, click on the "My Company" tab at the top right.



2. In the "My Company" screen, click on the "Edit" link for your company.



3. Click on the "Notaries" link on your left.

4. Check the "Auto-renew" box.

