



NOTARIES AND SIGNING AGENTS

NotaryBoard guide for notaries

How to set up your free profile, connect your calendar, connect with the agencies you work with, and accept signings from your phone.

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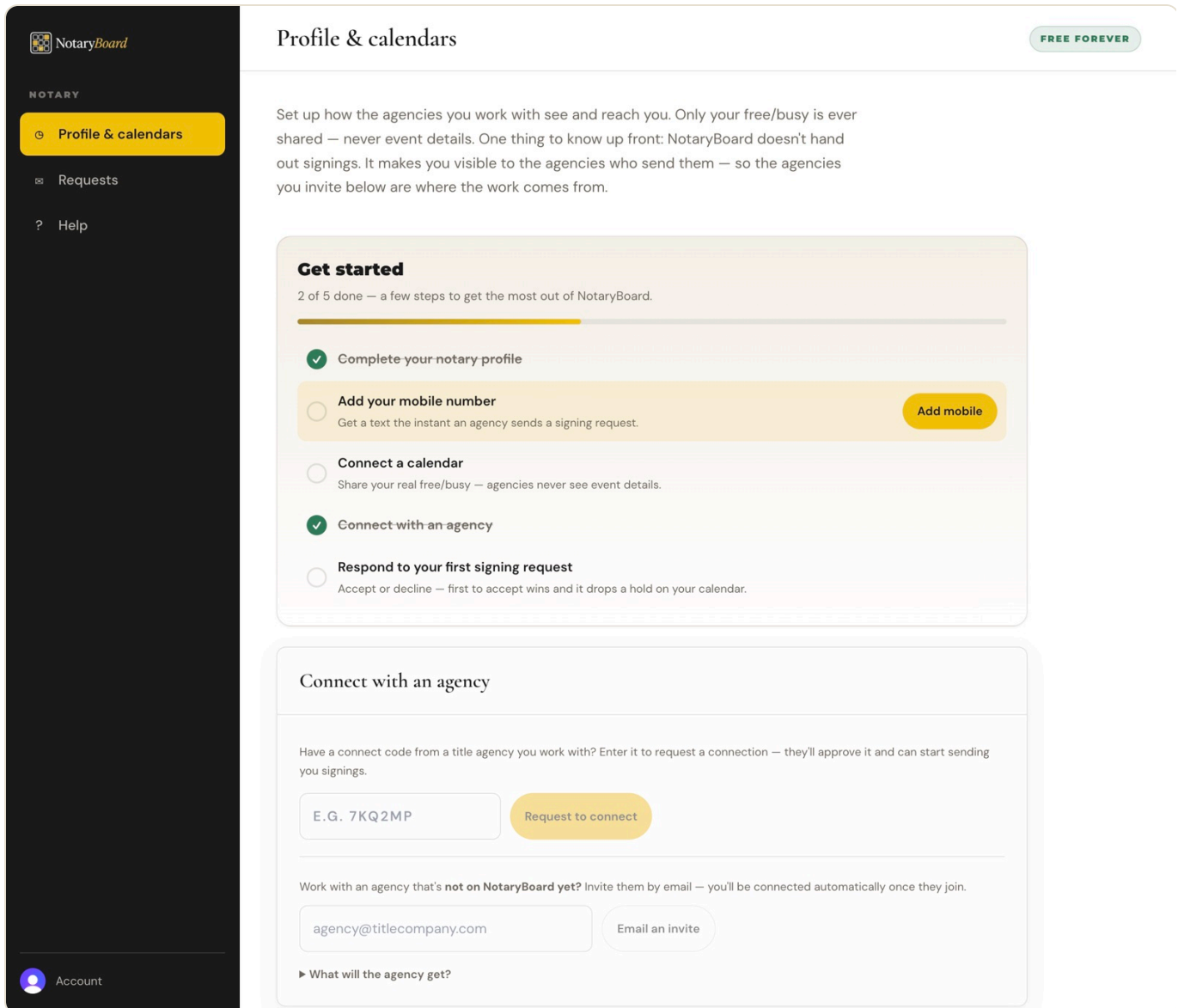
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1. What NotaryBoard does for you

NotaryBoard is free for notaries, forever. It shows the title agencies you work with when you're free, so they can send you signings without calling around.

It doesn't hand out signings. It makes you visible to the agencies who send them, so the agencies you connect with are where the work comes from.

Agencies only ever see when you're busy. Never your event titles, locations or who you're meeting.



The Get started checklist shows what's left to set up.

2. Get set up

Your Profile & calendars page has a five-step checklist:

1. Complete your notary profile.
2. Add your mobile number, so you get a text the moment an agency sends a signing.
3. Connect a calendar, so agencies see your real free and busy times.
4. Connect with an agency.
5. Respond to your first signing request.

3. Fill in your profile

1. Legal name, as it appears on your commission.

2. Mobile number for text alerts (optional, but it's how you hear first).
3. Home state and how far you'll travel.
4. Counties you serve. Agencies filter their board by county, so list every one you cover.
5. Document handling you offer, such as pick up and return to the office, ship back, print eDocs, or remote online (RON).
6. A default travel and handling buffer: time added around each signing you accept, on top of the signing itself.
7. Your credentials: NNA certified, background screened, E&O insured, and your commission state and expiration.
8. Click Save profile.

NotaryBoard reads **free/busy only** — agencies see when you're booked, never what you're doing.

Your details & coverage

LEGAL NAME (AS COMMISSIONED)

Taylor Reed

MOBILE (FOR SMS ALERTS)

(201) 555-0100

Optional. US mobile — some agencies text you the instant a signing comes in; all of them email you. Add your number so the ones that text, can.

HOME BASE STATE

NJ

TRAVEL RADIUS (MILES)

25

COUNTIES SERVED

Morris, Essex, Passaic

Comma-separated. Agencies filter by these to find who can cover a signing.

Document handling & courier

Which handling types you offer. NotaryBoard blocks the right time — signing plus pickup, return, or shipping — whenever you accept a request.

☒ 🚗 Pick up at the title office & return signed docs

☒ 📦 Pick up & ship back with a provided label

☒ 🖨️ Print eDocs myself & ship back

☒ 🌐 Remote online notarization (RON)

DEFAULT TRAVEL & HANDLING BUFFER (MIN)

60

Added around each signing you accept, on top of the signing time.

Credentials

☒ NNA certified signing agent

☒ Background screened

☒ E&O insured

COMMISSION STATE

NJ

COMMISSION EXPIRES

August 2039



Save profile

4. Connect your calendar

Connect Google Calendar or Microsoft 365 / Outlook. NotaryBoard reads only when you're busy. Your calendar can't even send us event titles, descriptions or attendees. When you accept a signing, we add a hold to your calendar so you don't double-book.

1. Under Connect your calendars, click Connect Google or Connect Microsoft.
2. Sign in with your calendar account and allow access.
3. Your free and busy times start showing on your agencies' boards within minutes.

Apple Calendar is coming soon.

Disconnect any time. Your calendar data is deleted right away.

CONNECT YOUR CALENDARS

We only ever see when you're busy. Never what you're doing.

No event titles, no descriptions, no locations, no attendees — the calendar permission we request can't even return them. Agencies see free/busy blocks and nothing else.



Google Calendar

Gmail / Workspace

Connect Google

On Google's next screen, keep the **calendar box checked** — that's how we see free/busy (and it's all we ever see).



Microsoft 365

Outlook / Exchange

Connect Microsoft

Personal Outlook connects directly.
Work / school Microsoft 365 accounts may need your IT admin to approve first.



Apple Calendar

iCloud

COMING SOON

NotaryBoard reads **free/busy only** — agencies see when you're booked, never what you're doing.

5. Connect with your agencies

1. Got a connect code from an agency? Enter it under Connect with an agency and click Request to connect. The agency approves you.
2. Agency not on NotaryBoard yet? Enter their email and click Email an invite. You're connected automatically once they join.
3. Invited by an agency? Open the invitation and accept it, and you're on their board.

Your agencies are listed under "Agencies you work with". Disconnect one any time and they stop seeing your availability.

Connect with an agency

Have a connect code from a title agency you work with? Enter it to request a connection — they'll approve it and can start sending you signings.

E.G. 7KQ2MP

Request to connect

Work with an agency that's **not on NotaryBoard yet?** Invite them by email — you'll be connected automatically once they join.

agency@titlecompany.com

Email an invite

► What will the agency get?

AGENCIES YOU WORK WITH

Summit Title & Escrow

Connected — they see your free/busy and can send you signings.

• CONNECTED

Disconnect

6. Accept or decline a signing

When an agency sends you a signing, you get an email, and a text if you added your mobile. Open Requests to see every detail: when, where, order number, pickup office and how documents are handled.

1. Tap Accept signing to take it, or Decline to pass.
2. If the agency sent it to several notaries, the first to accept gets it.
3. When you win, the signing is yours. If your calendar is connected, a hold goes on it automatically.
4. If someone else got there first, the request shows "Taken by another notary" and you're free for that time.

Signing requests from the agencies you're connected with. Accept to lock it in — it drops a hold on your calendar. First notary to accept a mass request wins it.

Whitaker Refinance

MASS REQUEST

TAKEN BY ANOTHER NOTARY

WHEN

Thu, Oct 1, 11:00 AM
EDT

WHERE

90 Elm St, Summit, NJ 07901

ORDER #

2026-05141

FROM

Summit Title &
Escrow

eDocs / ship · 60 min

Castillo Purchase

AWAITING YOUR RESPONSE

WHEN

Fri, Oct 2, 3:00 PM
EDT

WHERE

301 Main St, Chatham, NJ 07928

ORDER #

2026-05133

FROM

Summit Title &
Escrow

PICK UP AT Morristown · 10 Park Place, Morristown, NJ 07960

Return to office · 60 min

Decline

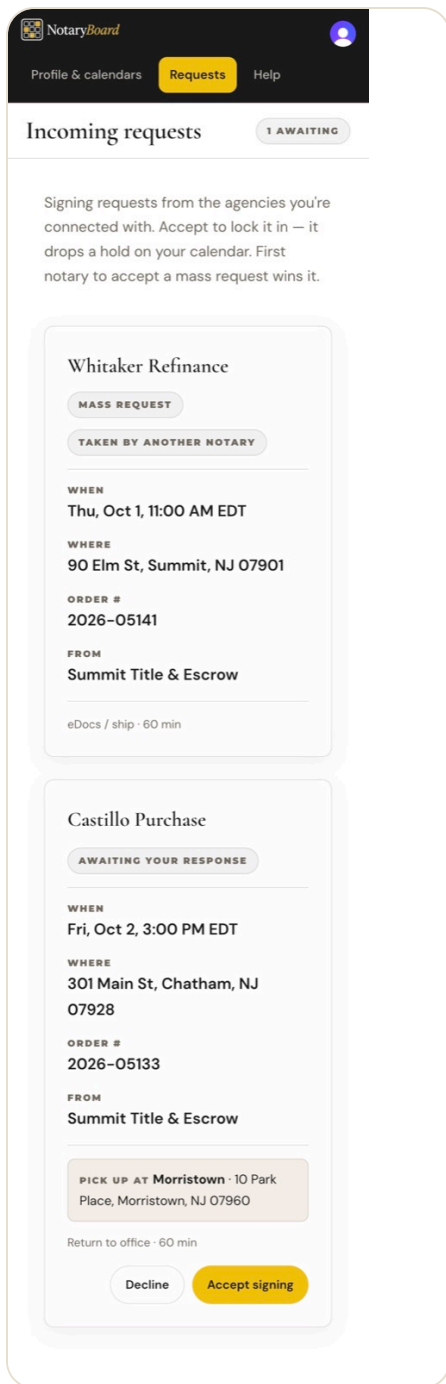
Accept signing

7. Answer by text

If you added your mobile and the agency is on the Pro or Agency plan, requests arrive by text with the full details and a short code.

1. Reply YES and the code (for example, YES 4821) to accept.
2. Reply NO and the code to pass.
3. You get a reply straight back: the signing is yours, or it was already covered.

Reply STOP to any text to stop getting them.



Everything works on your phone, in the browser.

8. Messages you'll get

1. New signing request: details and a link to accept or decline.
2. Updated signing request: the agency changed the details. The new ones replace the old.
3. Covered: someone else accepted a request you hadn't answered, so you're free for that time.
4. Cancelled: the agency cancelled a signing you accepted. The hold comes off your calendar.

9. Getting help

Click Help in the sidebar, or email support@notaryboard.io. A real person answers.

Updated September 30, 2026. Screenshots show a demo agency with made-up people and addresses. Online version and help: notaryboard.io/help · support@notaryboard.io