

Signing/Notarizing Packages:

1. Open DigaSign and login.
2. Click the Main Menu button, navigate to Notary, then click **Sign/Notarize Package**.
3. On the *Welcome to the Sign Package Wizard* window, click **Next** to continue.
4. On the *Package Retrieval* window, enter the key and password of the package, and the name of the person signing the package. Click **Retrieve**.
5. On the *Signer* window, select the signer's name from the dropdown and enter the required information. Click **Next**.
6. Read the electronic consent agreement, then click **Accept** to continue.
7. On the *Package Approval* window, have the signer review the documents that require signing. Click the checkmark button to approve documents. When ready, click **Next**.
8. On the *Signature Capture* window, have the signer enter his or her signature into the signature pad, then click the Accept button. Click **Next**.
9. On the *Identification* window, specify how you identified the signer. Enter any required information, then click **Next**.
10. On the *Notary Journal Information* window, enter the necessary journal information, and have the signer enter his or her signature into the signature pad. When ready, click **Next**.
11. On the *Notarization* window, enter your signature into the signature pad, then click the Accept button. Click **Next**.
12. On the *Package Review* window, review the documents and make sure the signatures/seals were entered correctly. Click **Next**.
13. On the *Completion Tasks* window, check Additional Signer to repeat this process for a different signer at the same table. Check the checkboxes to print the documents or export them to a disk. Click **Next**.
14. On the *Save Option* window, click **Next**.
15. Click **Finish** to save the signed document(s) to the server.

Adding Notary Journal Entries:

1. Open DigaSign and login.
2. Click the Main Menu button, navigate to Notary, then Journal, and then click **Add Journal**.
3. On the *Welcome to the Create Journal Entry Wizard* window, click **Next** to continue.
4. On the *Signer Information* window, enter the information of the signer for whom you are adding a journal entry. When ready to continue, click **Next**.
5. On the *Signer Identification* window, choose how you identified the signer, then enter any necessary information. When ready, click **Next**.
6. On the *Signer's Signature* window, have the signer enter his or her signature, then click the Accept button. Click **Next**.
7. On the *Journal Entries* window, enter all of the necessary information. To add an entry, click the green plus button. When ready, click **Next**.
8. On the *Additional Signer* window, choose if you want to create an entry for an additional signer. Click **Next**.
9. Review the information, then click the **Finish** button.