NotarEase - Step by step process for NE-KYC

1. Sign up
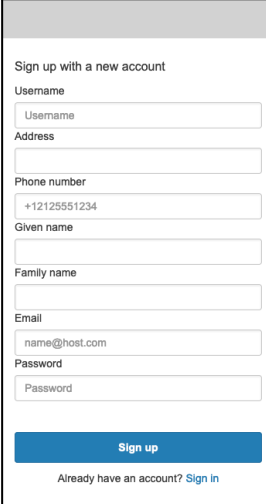
1.1. Go to: https://notarease.com

1.2. Click on "Sign Up" on the top-right

1.3. Click on "Sign in with Cognito"
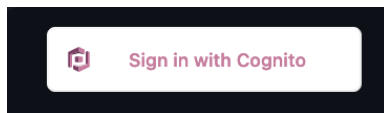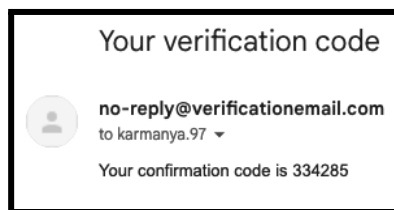

1.4. Click on "Sign up" on the sign-in page

1.5. Fill in your details

1.6.

    1.6.1. Make sure your phone number has the country code (e.g.: +91 or +44)
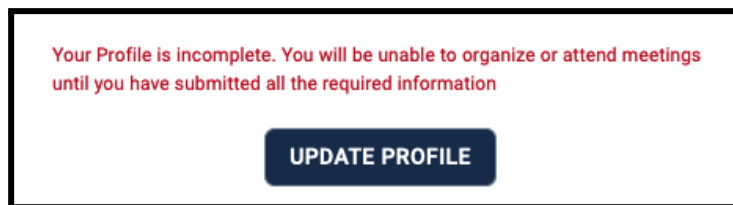
1.7. Click "Sign up"

1.8. Enter the verification code received on your email

1.9. Click on "Profile" on the bottom left

1.10. Click on "Update Profile"

1.11.   Upload your Passport PDF by clicking "Upload or drop a file right here"

1.12.   Click "Submit Profile Changes"

2.   NotarEase KYC (NE-KYC) appointment

2.1.   NE-KYC will be scheduled before the notarisation appointment.

2.2.   Please carry the original passport with you for the NE-KYC appointment.

2.3.   A member of the NotarEase team will verify your identity and, if satisfied, mark your profile enabled for NE-KYC signature and notarisation.

2.4.   The NE-KYC process should take 15-20 minutes.

3.   Notarisation appointment
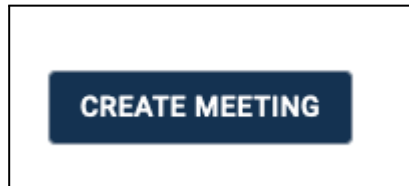
3.1.   Once your NE-KYC has been approved, your notarisation appointment will take place.
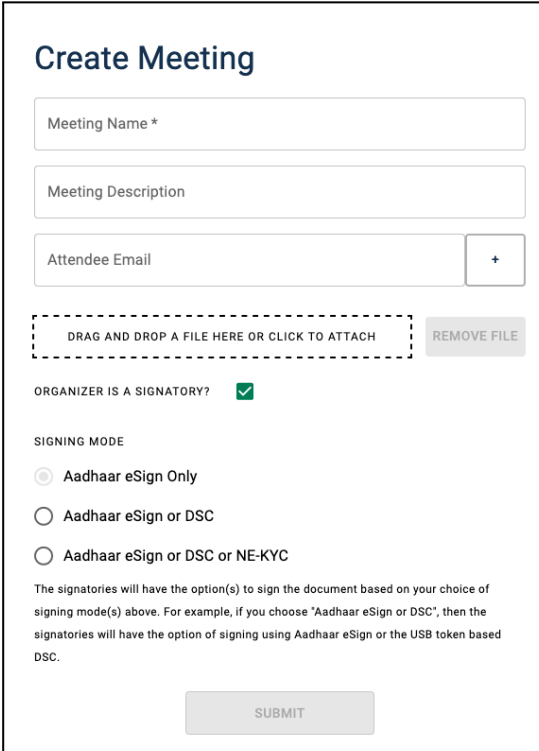
3.2.   Booking your own appointment on NotarEase:

3.2.1.   Click on the "Meetings" button on the left

3.2.2.   Click on "Create Meeting"

3.2.3.   Enter the Meeting Name, Meeting Description and emails of the signatories (attendees).

3.2.3.1.   Click the Make sure the email IDs are correct.

3.2.3.2.   Click the '+' icon after each email ID is entered.

3.2.3.3.   Upload the PDF of the document to be signed (ensure the PDF is less than 10MB).

3.2.3.3.1.   Make sure there are no special characters or spaces in the file name.

    3.2.3.4.   Select the signature mode:

3.2.3.4.1.   Aadhaar eSign Only: If all signatories have Aadhaar linked mobile phones

3.2.3.4.2.   Aadhaar eSign or DSC: If all signatories have Aadhaar linked mobile phones or DSC

3.2.3.4.3.   Aadhaar eSign or DSC or NE-KYC: If all signatories have Aadhaar linked mobile phones or DSC or have been NE-KYC approved

3.2.4.   Click "Submit".

3.2.5.   Find your meeting in the list of meetings on the right and click "Schedule".

3.2.6.   Pay with Razorpay or with a Coupon.

3.2.7.   Book an available slot.

3.2.8.   Once the slot is booked, all signatories will receive an invite to join the NotarEase online notarisation appointment.

3.3.   Joining an appointment:

3.3.1.   Please sign in to your NotarEase account before the notarisation appointment.

3.3.2.   Please join at the scheduled time using the link received on your email and follow the instructions given by the Notary at the time of the appointment.

3.4.   Screenshots will be taken during the Notarisation for documentation purposes.

3.5.   Please refer to our privacy policy and terms of use here: https://notarease.com.

4. Contact us

4.1.   Reach out to us at hello@notarease.com or on WhatsApp at +91-85952 39848 if you have any issues or questions.