

**Date:** [Date]

**To:** [Signer Name(s)]

**Property Address:** [Property Address]

**File Number:** [File/Reference Number]

**Subject: Instructions for Remote Online Notarization (RON) Closing**

Dear [Signer Name(s)],

Your closing has been scheduled to take place via Remote Online Notarization. Please follow the instructions below to ensure a successful signing session:

**1. Technical Requirements**

- A computer or laptop with a high-speed internet connection.
- A working webcam, microphone, and speakers.
- A supported web browser (Google Chrome, Firefox, or Safari are recommended).

**2. Identification Verification**

- Have a valid, government-issued photo ID (Driver's License or Passport) ready.
- You will be required to upload a photo of your ID and answer several security questions (Knowledge-Based Authentication) before meeting the notary.

**3. The Signing Process**

- **Link:** You will receive a separate email from [Platform Name, e.g., Notarize/Settings] containing your unique signing link.
- **Review:** Please review all documents electronically prior to the scheduled meeting time.
- **The Meeting:** At the scheduled time, click the link to join the video session with the Notary Public.
- **Electronic Signature:** You will sign the documents digitally by clicking the designated signature tags.

**4. Important Reminders**

- Ensure you are in a quiet, well-lit, and private location.
- All signers must be physically located within the United States (or specified territory) at the time of the signing.
- Do not sign any documents until you are live with the Notary.

If you have any questions or experience technical difficulties, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]