

Date: [Insert Date]

To: [Signer Name]

Property Address: [Insert Property Address]

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

Dear [Signer Name],

We are pleased to confirm that your upcoming closing will be conducted via Remote Online Notarization (RON). This allows you to sign your documents electronically in the presence of a notary via a secure video call.

Appointment Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time] [Insert Time Zone]
- **Platform:** [Insert Platform Name, e.g., Notarize, Pavenet]

Preparation Requirements:

- **Technology:** You must use a computer or laptop with a working webcam, microphone, and a high-speed internet connection. Mobile devices are generally not recommended.
- **Identification:** Have a valid, government-issued photo ID (Driver's License or Passport) ready. You will be required to upload a photo of it and pass a Knowledge-Based Authentication (KBA) quiz.
- **Browser:** Use the latest version of Google Chrome, Firefox, or Safari.

Step-by-Step Process:

1. **Email Invitation:** You will receive a separate email from [Platform Name] containing your unique link to the signing session.
2. **Identity Verification:** Before meeting the notary, you will follow the prompts to verify your ID and answer security questions.
3. **The Video Call:** Once verified, you will enter the virtual waiting room. The notary will join the call to witness your electronic signature.
4. **Completion:** After all documents are signed and notarized, you will receive a digital copy of the executed package for your records.

Important Note: Please ensure you are in a quiet, well-lit, and private location for the duration of the call.

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

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]