

DocMagic Notary – IPEN

In Person Electronic Notarization (IPEN)

Start eClosing – IPEN (In-Person Electronic Notarization)

The screenshot displays the DocMagic eClose Console (Notary) interface. At the top, there's a header with the DocMagic logo and 'eClose Console (Notary)'. Below the header, there are four main sections: LOAN, LENDER, SETTLEMENT AGENT, and a COUNTDOWN TO CLOSING. The LOAN section shows Loan #: 777100920250001, Primary Borrower: John Smith, Type: eClosing, Package ID: 1479349, and Worksheet #: 4002 (Version: 2). The LENDER section shows Company: DSI TEST LEND..., Contact: Steve Truitt, Email: struitt@docmagic.c..., and Phone: (800) 649-1362. The SETTLEMENT AGENT section shows Company: BYRON'S SETTLE..., Contact: Byron Oden, Email: aland@docmagic.c..., and Phone: (310) 555-3333. The COUNTDOWN TO CLOSING section shows a timer for 1 day, 0 hours, 3 minutes, and 46 seconds, with a date of Oct 10, 2025 and time of 10:30am PDT.

Below these sections, there are tabs for Details, eJournal, and Action Log. A 'Start eClosing' button is located on the right side of the interface. A blue arrow points to this button.

The 'Start eClosing' dialog box is open, showing a message: 'You are about to start the eClosing process!'. Below this message, there's a 'Notary Type' section with two options: 'In Person' (selected) and 'Remote Online Notary (RON)'. A blue arrow points to the 'In Person' option. Below the 'Notary Type' section, there's a list of items to verify: 'The loan package is complete and ready for eClosing' and 'All uploaded or e-enabled documents have been included'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Start eClosing'. A blue arrow points to the 'Start eClosing' button.

On the left side of the dialog box, there's a 'Signers (2)' section with a table:

#	Signer Name / Email
1	John Smith aland@docmagic.com
2	Byron Oden aland@docmagic.com

Below the 'Signers' section, there's a 'Documents (29)' section with a table:

#	eSign Enabled
1	Multistate Fixed Rate Electr...
2	New Jersey Addendum to R...
3	Uniform Residential Loan Application
4	New Jersey Mortgage (MERS)
5	General Closing Instructions
6	Specific Closing Instructions

On the right side of the dialog box, there's a 'Status' section with a table:

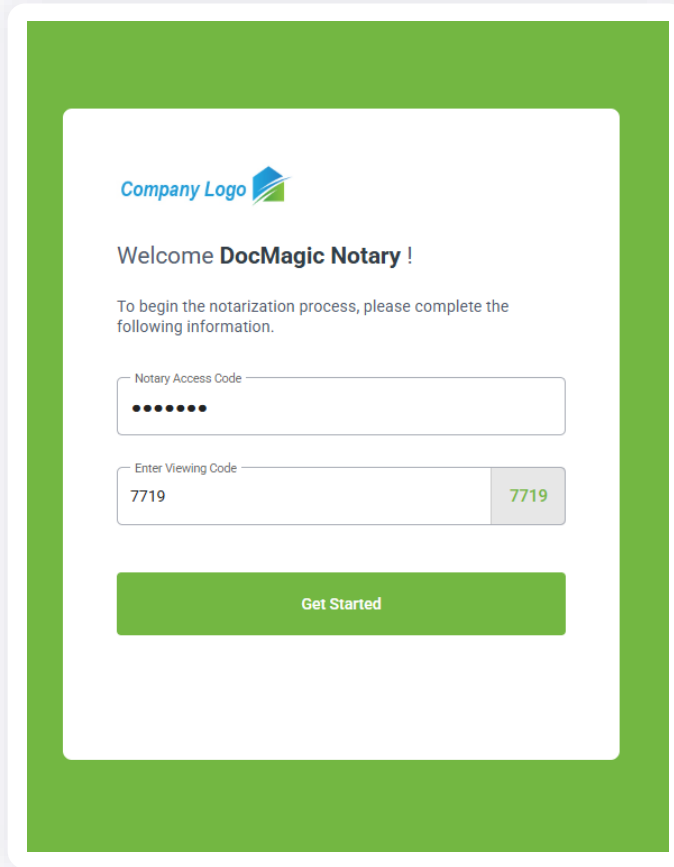
Status	eSign
Ready to Sign	Open Signing Room
Ready to Sign	Open Signing Room

Below the 'Status' section, there's a 'Preview Mode' section with a toggle switch set to 'ON'. At the bottom right, there's a 'Completed' section with a table:

Completed
✓
✓
✓
✓
✓

- When you are ready to Start the eClosing, click the Start eClosing button to activate the Start eClosing dialogue box.
- If you are a qualified DocMagic RON, you will have the option to toggle between a Remote Online Notarization and an In Person session before you start the eClosing event via Notary Type.
- This section will focus on In Person Electronic Notarization or IPEN. Select In Person and click Start eClosing to begin.

IPEN – In-Person Electronic Notarization



This is the first screen of the IPEN onboarding process. It features a green header with a 'Company Logo' placeholder. Below the logo, it says 'Welcome DocMagic Notary !'. A sub-header reads: 'To begin the notarization process, please complete the following information.' There are two input fields: 'Notary Access Code' with a masked input (dots) and 'Enter Viewing Code' with the value '7719' and a green '7719' button to its right. At the bottom is a large green 'Get Started' button.

Company Logo

Welcome **DocMagic Notary !**

To begin the notarization process, please complete the following information.

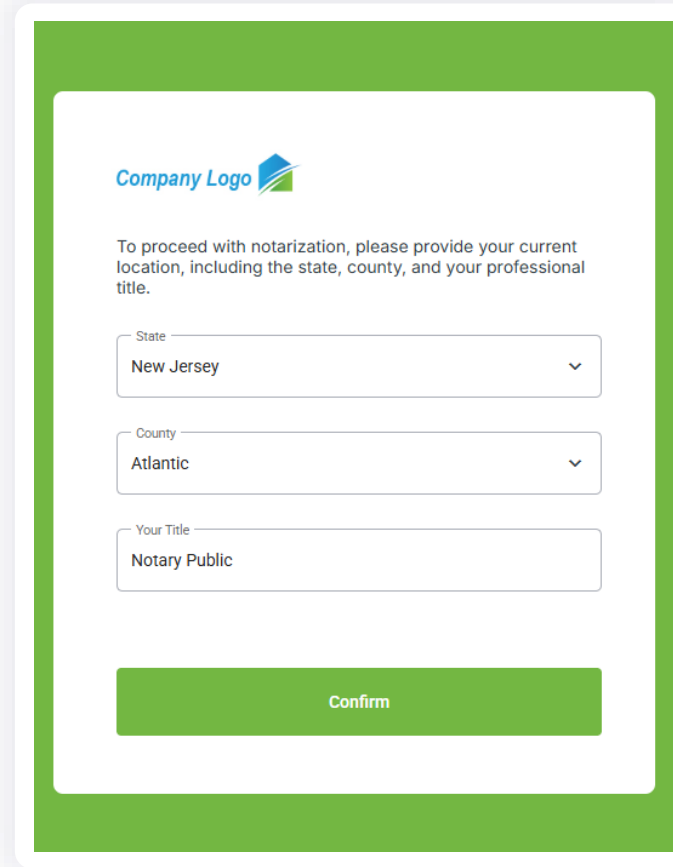
Notary Access Code

Enter Viewing Code

7719

7719

Get Started



This is the second screen of the IPEN onboarding process. It features a green header with a 'Company Logo' placeholder. Below the logo, it says 'To proceed with notarization, please provide your current location, including the state, county, and your professional title.' There are three dropdown menus: 'State' with 'New Jersey', 'County' with 'Atlantic', and 'Your Title' with 'Notary Public'. At the bottom is a large green 'Confirm' button.

Company Logo

To proceed with notarization, please provide your current location, including the state, county, and your professional title.

State

New Jersey

County

Atlantic

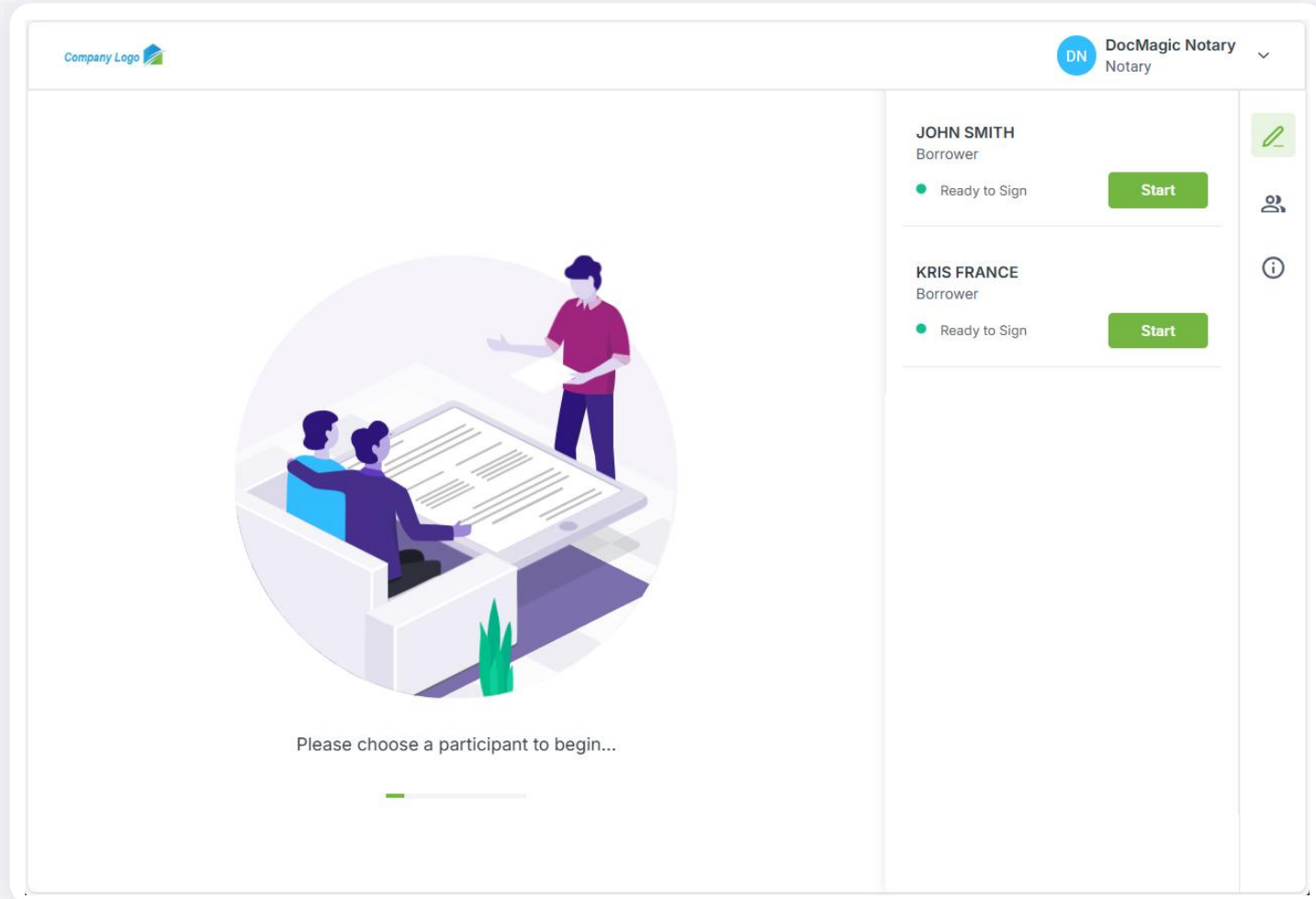
Your Title

Notary Public

Confirm

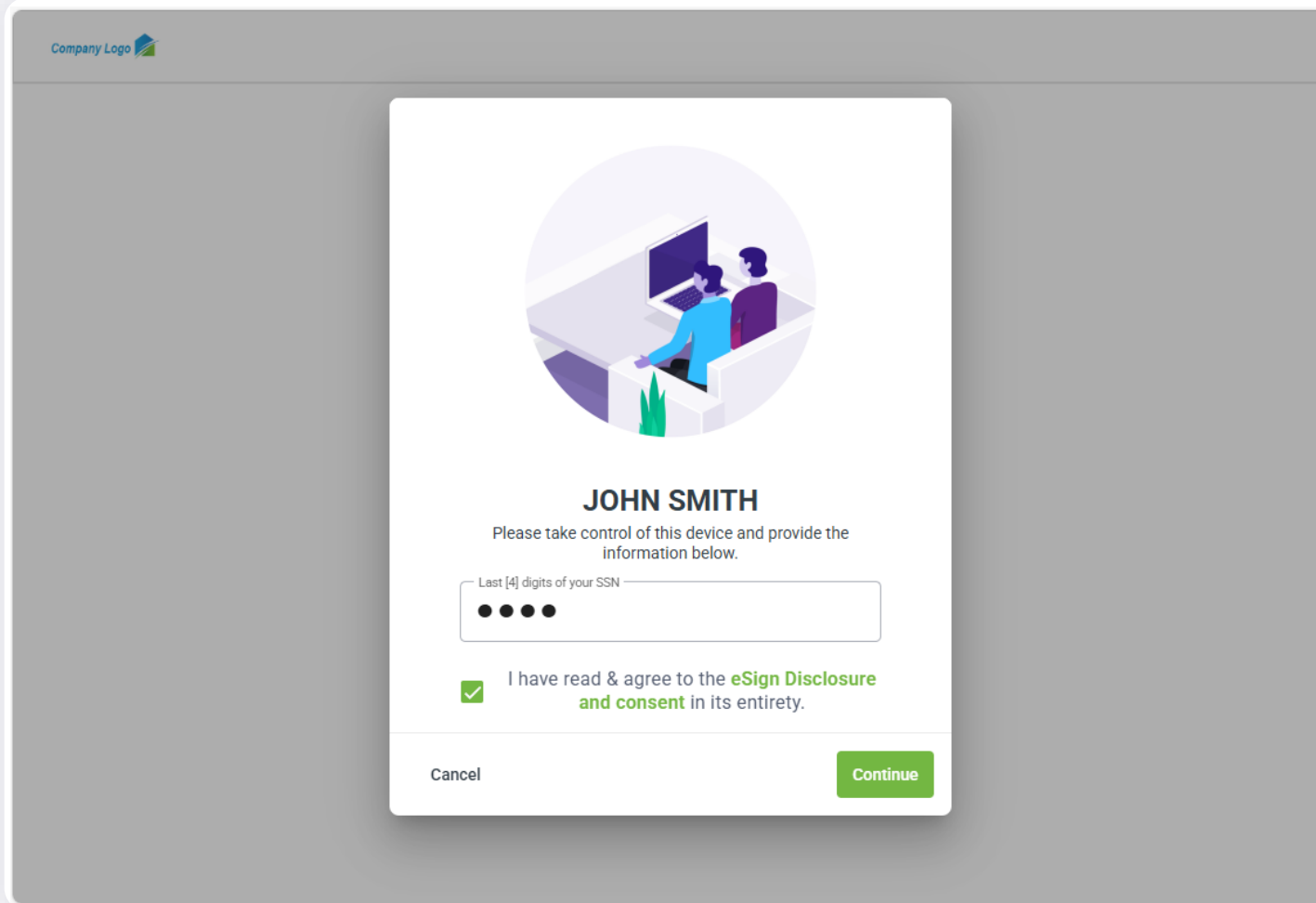
- Enter your Notary Access Code along with the Viewing Code and click Get Started.
- Next, select your State, County, and enter your Title before proceeding.
- If you uploaded your certificate to Secure Insight during your onboarding process, you may also need to enter your certificate password (not pictured).

IPEN – In-Person Electronic Notarization



- Select a participant by clicking Start.
- If there are multiple participants, you have the option to choose the one that would go first.
- The () icon, selected in the image shown, displays the controls and status of the signer(s) in the session.
- Click on the people icon () to see participant information.
- The information icon () contains package metadata.

IPEN – In-Person Electronic Notarization

A screenshot of a web application interface for In-Person Electronic Notarization (IPEN). The interface is displayed within a browser window with a "Company Logo" in the top left corner. The main content area features a white card with a circular illustration of two people at a computer. Below the illustration, the name "JOHN SMITH" is displayed in bold. A prompt asks the user to "Please take control of this device and provide the information below." There is a text input field labeled "Last [4] digits of your SSN" containing four black dots. Below this, a green checkmark icon is next to the text "I have read & agree to the eSign Disclosure and consent in its entirety." At the bottom of the card, there are two buttons: "Cancel" and "Continue".

Company Logo



JOHN SMITH

Please take control of this device and provide the information below.

Last [4] digits of your SSN

• • • •

☒ I have read & agree to the **eSign Disclosure and consent** in its entirety.

Cancel Continue

- Pass the device to the signer and have them enter the last 4 of their social security number and click Continue.
- If the signer did not eSign their Initial Disclosures through DocMagic, they will be prompted to check the box agreeing to the eSign Disclosure and Consent form. The signer can view the eSign Disclosure and consent form by clicking on the colored text.
- If the signer clicks cancel, the system will prompt you to enter your notary access code, and the control of the interface will go back to you.

IPEN – In-Person Electronic Notarization

Company Logo

Review Sign Notarize Completed

JOHN SMITH Customer

Please sign your documents.

Closing Documents

Multistate Fixed Rate Electronic Note

Start signing

Note; (3) I have authenticated, issued and delivered the Paper Note to the Note Holder; (4) the Paper Note will be a valid original writing for all legal purposes; (5) upon conversion of this Electronic Note to a Paper Note by the Note Holder, my promise to pay the amount owed, evidenced by this Electronic Note, will automatically convert to, (without interruption, alteration or diminution) my promise to pay the amount owed, evidenced by the Paper Note; (6) I am bound by my promise to pay the amount owed evidenced by the Paper Note; and (7) the Note Holder will update the Note Holder Registry to reflect the conversion of this Electronic Note to a Paper Note and remove the registration of (de-activate) this Electronic Note in the Note Holder Registry such that the Electronic Note ceases to have any effect or validity.

WITNESS THE HAND(S) AND SEAL(S) OF THE UNDERSIGNED.

Sign

(Seal)

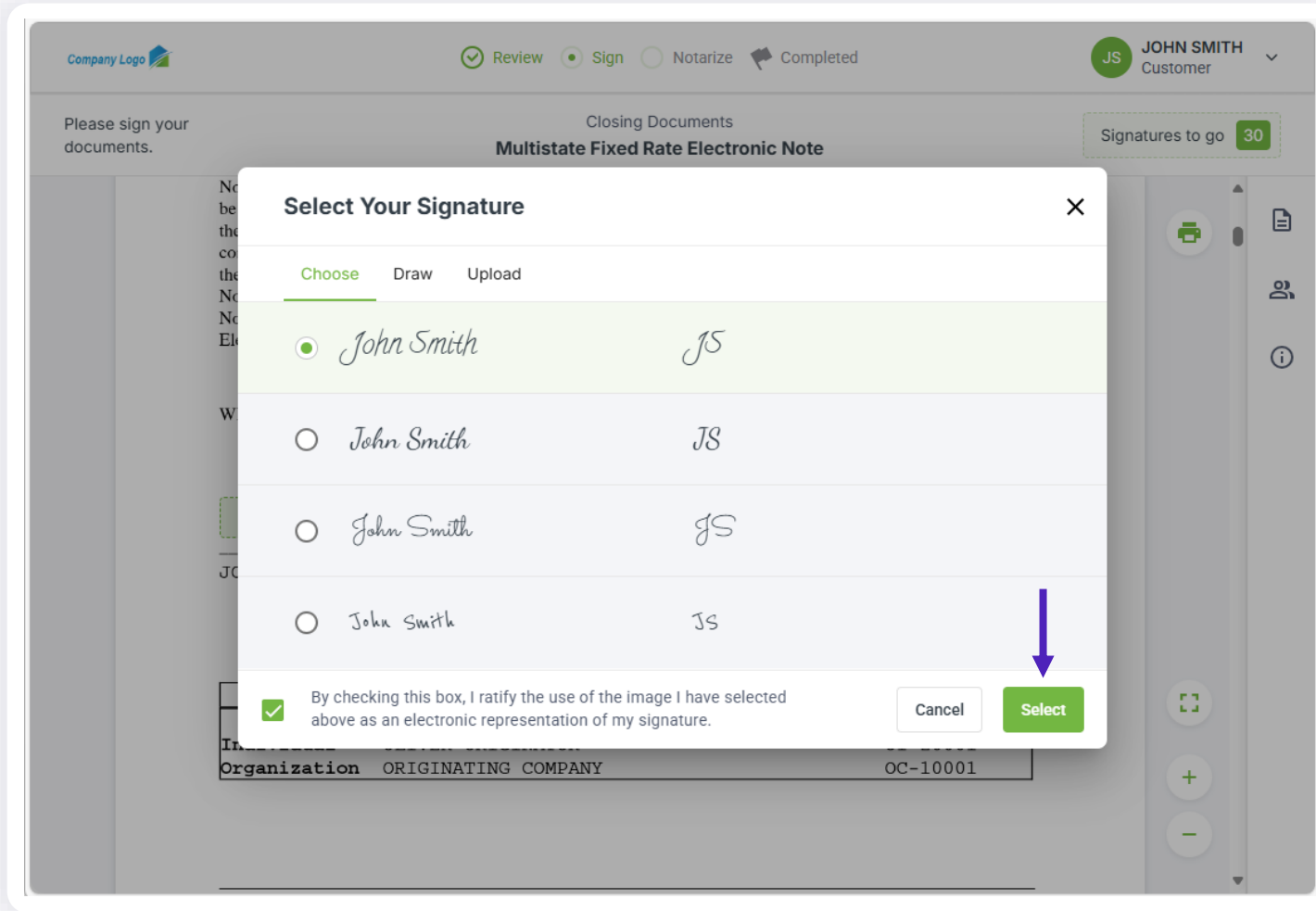
JOHN SMITH -Borrower

Loan Originators		
	Name	NMLSR ID
Individual	OLIVER ORIGINATOR	OI-20001
Organization	ORIGINATING COMPANY	OC-10001

Previous **Sign** Next

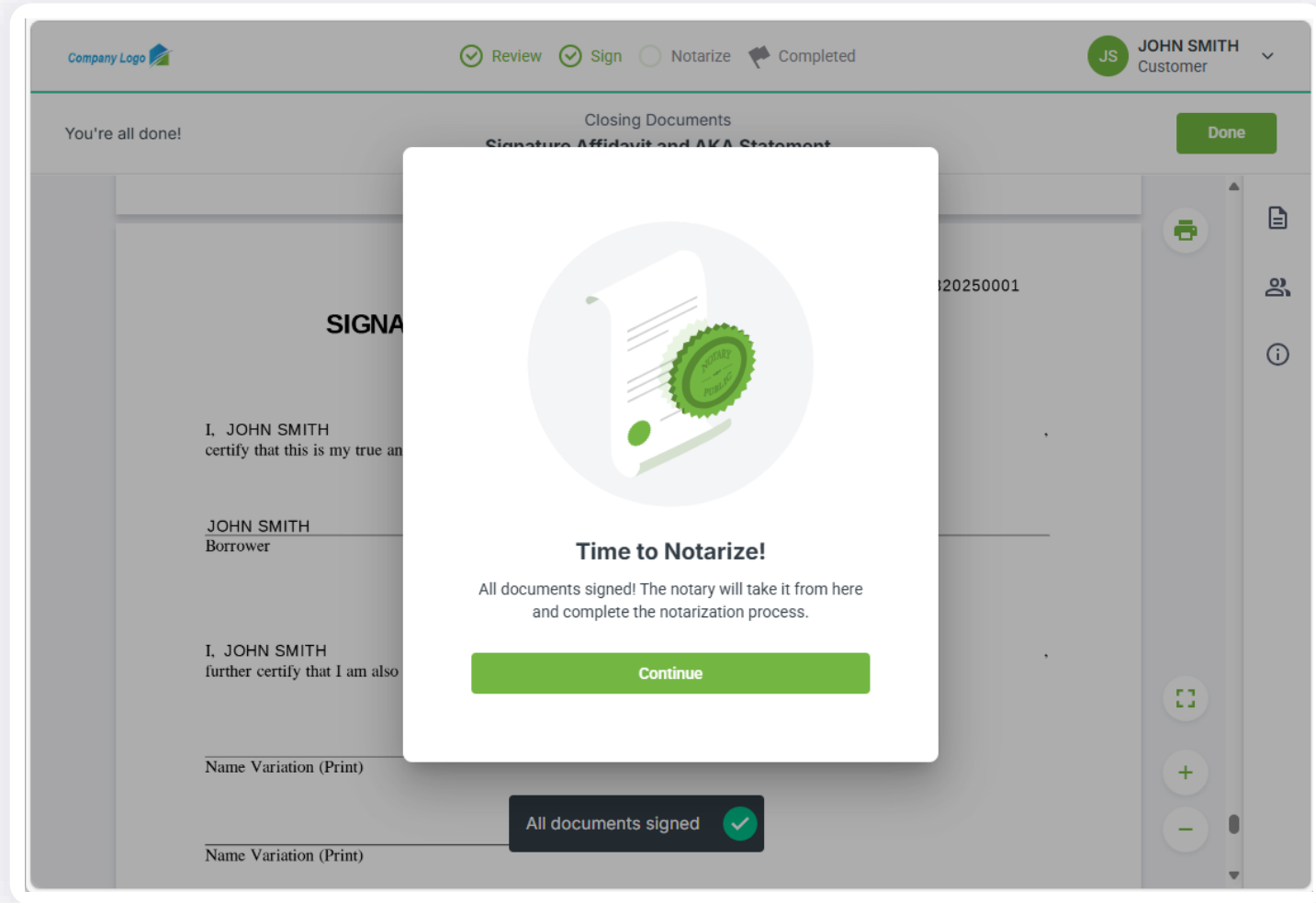
- The borrower will click on the Start signing button in the top right (enlarged in the image for emphasis).
- The system will automatically scroll to the first signature and subsequent signatures after.
- The borrower can click any of the three objects to begin signing:
 1. The pen
 2. The signature box itself
 3. The Sign button at the bottom middle
- For a full, detailed explanation on the eSign experience, please click [here](#).

IPEN – In-Person Electronic Notarization



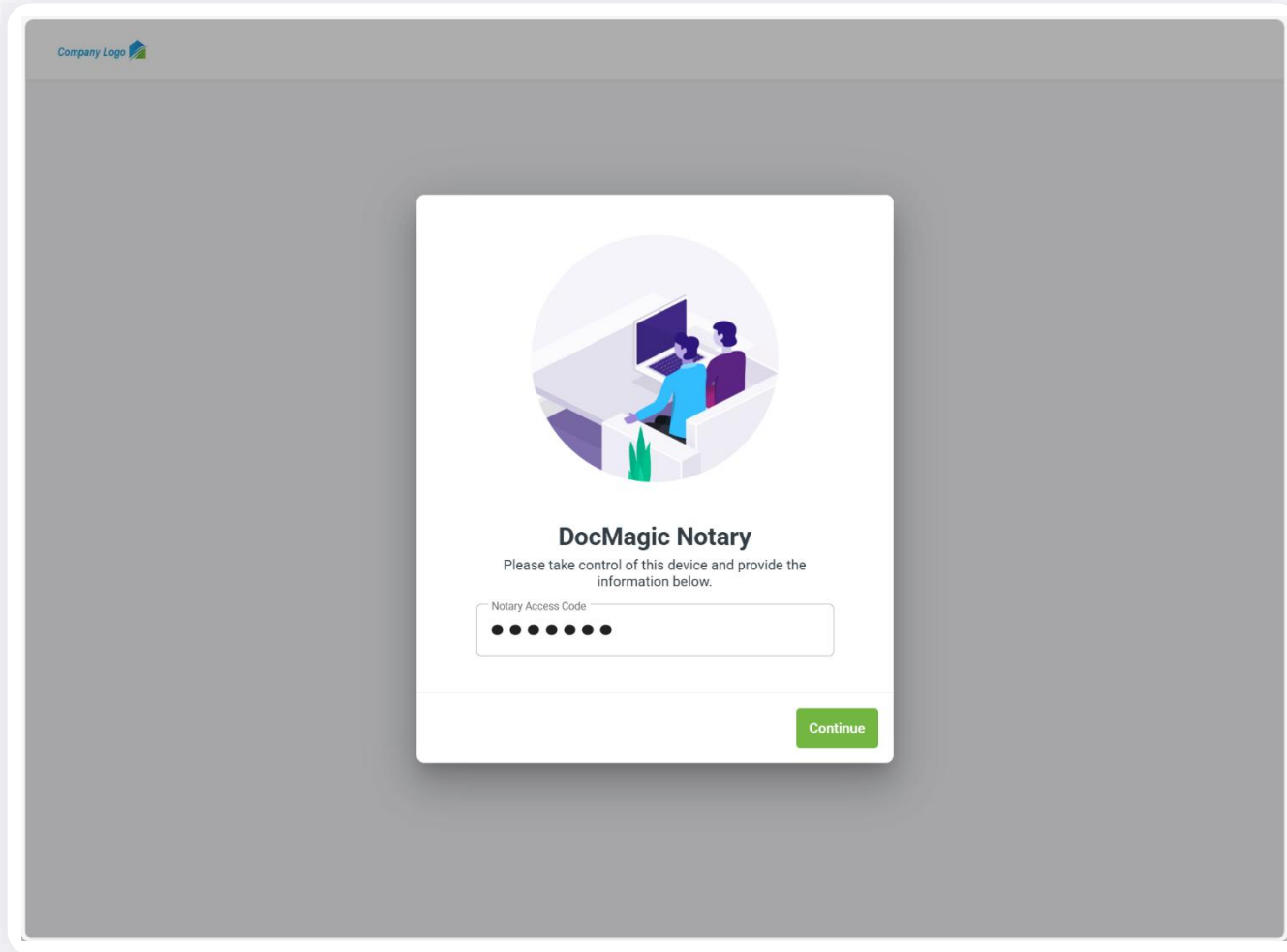
- The borrower will be prompted to select their Signature and Initials.
 - They can choose a pre-made set as shown in the image, but they also have the option to draw or upload them from the device being used (very unlikely for IPEN).
- They must check the box authorizing the use of their electronic signature before they can confirm their signature option through the Select button.
- For a full, detailed explanation on the eSign experience, please click [here](#).

IPEN – In-Person Electronic Notarization



- Once the borrower finishes signing their documents they will be prompted to pass the controls back to you.

IPEN – In-Person Electronic Notarization

A screenshot of a web application interface for DocMagic Notary. The interface is displayed on a tablet-like device. At the top left of the screen is a "Company Logo" placeholder. The main content area features a circular illustration of two people at a computer. Below the illustration, the text "DocMagic Notary" is displayed, followed by the instruction "Please take control of this device and provide the information below." A text input field labeled "Notary Access Code" contains seven black dots. A green "Continue" button is located at the bottom right of the input field.

Company Logo



DocMagic Notary

Please take control of this device and provide the information below.

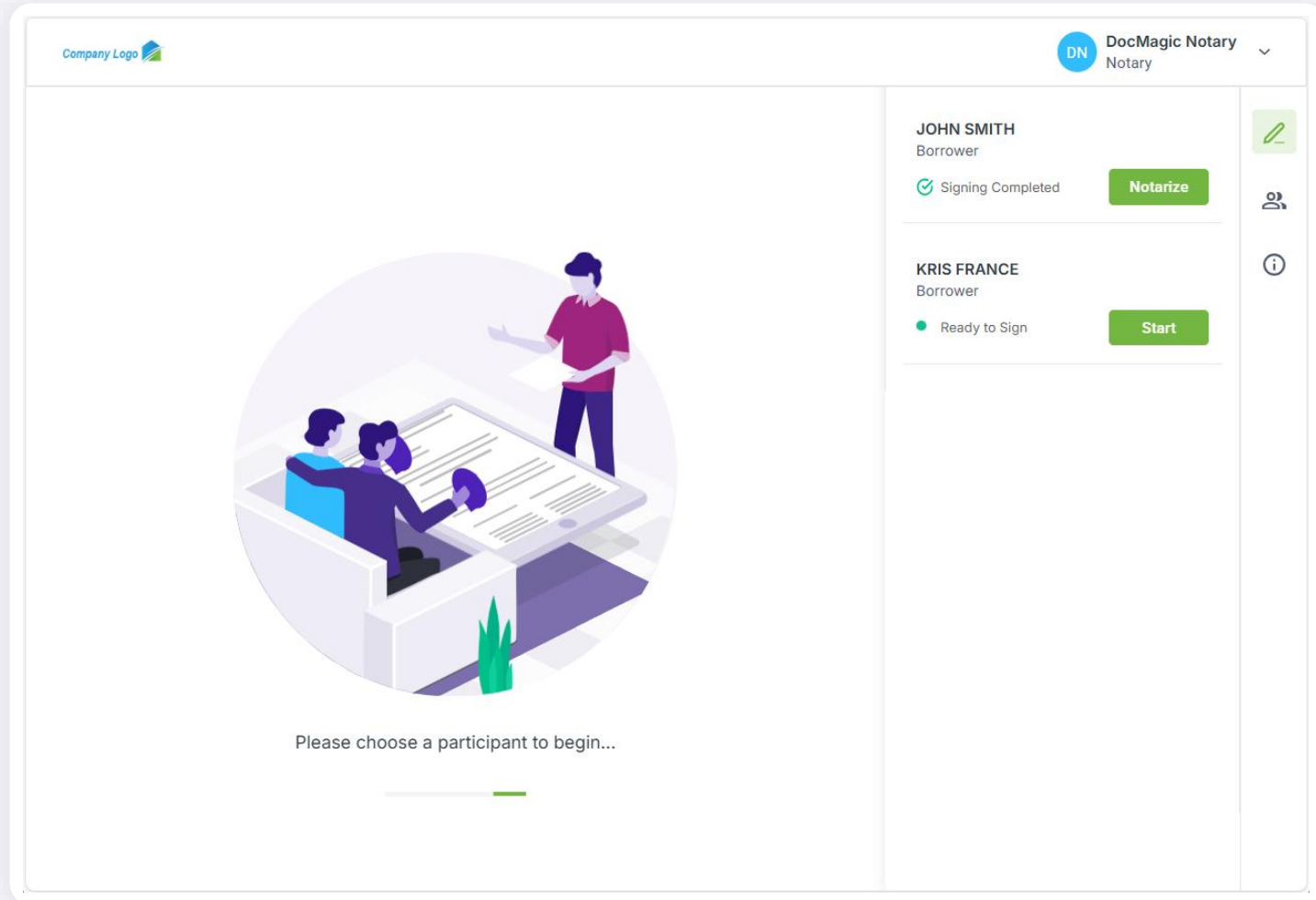
Notary Access Code

• • • • • • •

Continue

- Take the device and enter your Notary Access Code.

IPEN – In-Person Electronic Notarization



- You'll be back on this screen where you can click the Notarize button to begin that process.
- If you have additional signer(s) on this package, you have the option to have them sign first before you Notarize anything.

IPEN – In-Person Electronic Notarization

Company Logo

Review Sign Notarize Completed

DN DocMagic Notary Notary

Please sign your documents.

Closing Documents

New Jersey Mortgage (MERS)

Signatures to go 5

On October 14, 2025, JOHN SMITH

(names(s) of signer(s)/witness(es))

who has/have satisfactorily identified himself/herself/themselves as the signer(s)/witness(es) to the above referenced document and has/have executed this document as his/her/their own act.

This notarial act involved the use of communication technology.

Notarized using in-person electronic solution

Notary Signature

Signature of Notarial Officer Fill

Notary Seal

(Stamp)

Notary Public

Title of Office

My commission expires: 12/30/2025

Loan Originator: OLIVER ORIGINATOR, NMLSR ID OI-20001

Loan Originator Organization

Previous Fill Next

Notary documents

The following documents must be signed under the presence of the notary.

New Jersey Mortgage (MERS)

Compliance Agreement

Customer Identification Verification

Occupancy and Financial Status Affi...

Signature Affidavit and AKA Statem...

- If you choose the Notarize option, the system will load the document package and automatically scroll to the first notarization field. This may take several seconds.
- You may have to fill in certain text fields on a document before you can notarize. The system will prompt you if this is the case like in the image shown.
- The documents column on the right is expanded to show the list of documents that must be signed under the presence of the notary. You can also see the full of documents in the package with the drop down at the top of the column. The visibility of this column can be toggled through the (📄) icon.

IPEN – In-Person Electronic Notarization

The screenshot displays the DocMagic Notary interface during the 'Notarize' step of a document signing process. The main window shows a document titled 'New Jersey Mortgage (MERS)' with a 'Signatures to go' count of 5. A modal dialog box titled 'Select Your Signature' is open, featuring two tabs: 'Draw' (selected) and 'Upload'. Under the 'Draw' tab, there are two drawing areas. The first area, labeled 'Draw Signature', shows a handwritten signature and a 'Clear' button. The second area, labeled 'Draw Initials', shows the initials 'DN' and a 'Clear' button. At the bottom of the dialog, there is a checkbox that is checked, with the text: 'By checking this box, I ratify the use of the image I have selected above as an electronic representation of my signature.' Below this text are 'Cancel' and 'Select' buttons. The background interface includes a top navigation bar with 'Review', 'Sign', 'Notarize', and 'Completed' steps, and a bottom section with loan originator information: 'Loan Originator: OLIVER ORIGINATOR, NMLSR ID OI-20001' and 'Loan Originator Organization: ORIGINATING COMPANY, NMLSR ID OC-10001'.

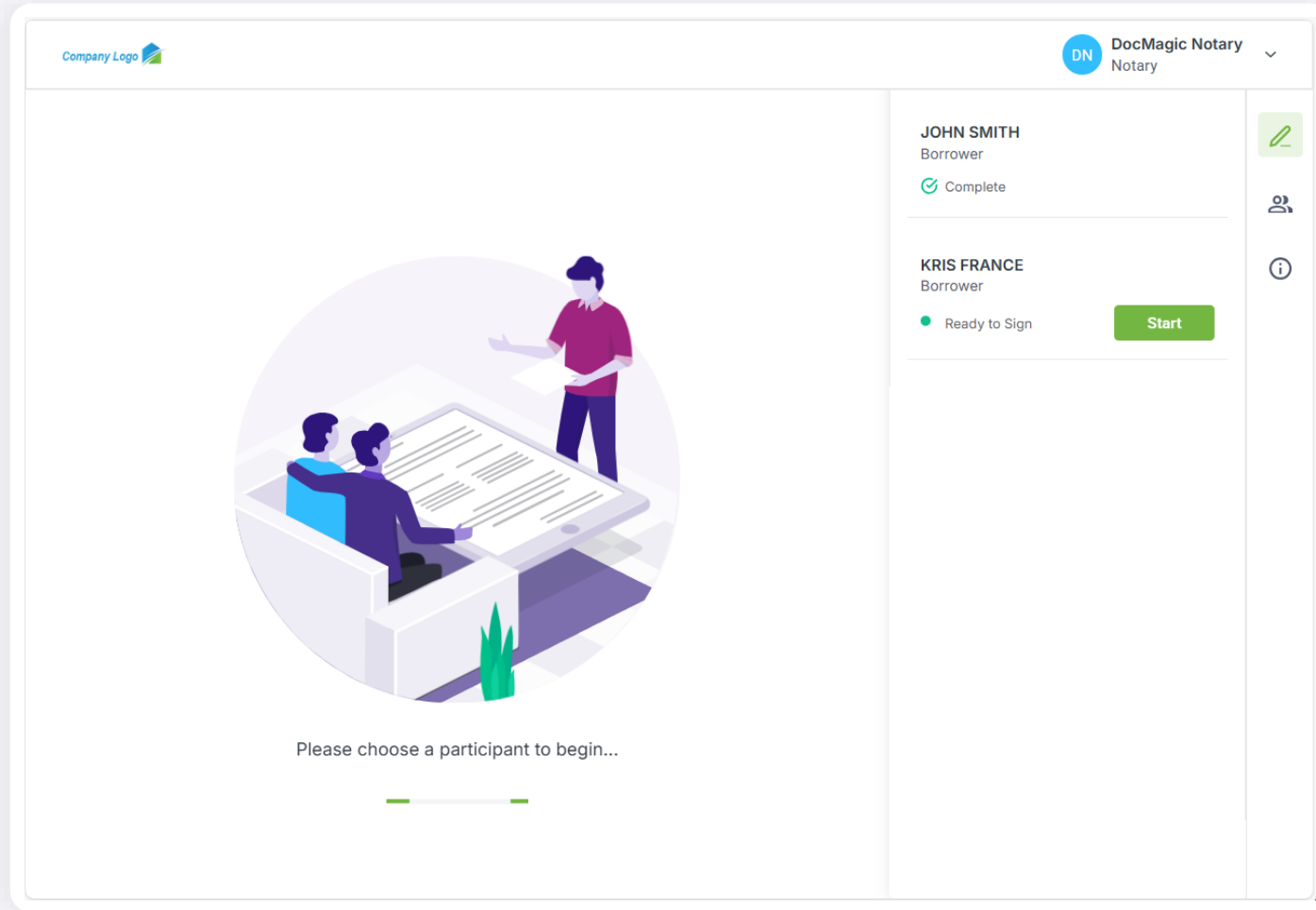
- Once you click on the Notary Seal or Notary Signature fields, you will be prompted to Draw or Upload your signature.
 - Please note that you will NOT be able to select a pre-made signature for this step.
 - You will need to check the box authorizing the use of your electronic signature.

IPEN – In-Person Electronic Notarization

The screenshot displays the DocMagic Notary interface for IPEN. At the top, a progress bar shows 'Review', 'Sign', 'Notarize', and 'Completed' (with a green checkmark). The user is logged in as 'DN DocMagic Notary'. The main heading is 'Closing Documents' with a 'Done' button. Below this is the 'Signature Affidavit and AKA Statement' form. The form includes a 'You're all done!' message on the left. The main text area contains the following fields: 'Signed and sworn to (or affirmed) before me on' followed by a date field containing '10/14/25 01:50:58 PM PDT', 'by' followed by a name field containing 'JOHN SMITH', and '(affiant's name)' followed by a signature line. Below this is a section for 'This notarial act involved the use of communication technology.' with a checkbox for 'Notarized using in-person electronic solution'. To the left of the signature line is a notary stamp: 'DOCAGIC NOTARY NOTARY PUBLIC STATE OF DEMONSTRATION COMMISSION EXPIRES DECEMBER 31, 2025 (Stamp)'. To the right of the signature line is a section for the notary's information: 'Signature of Notarial Officer DocMagic Notary', 'Notary Public', 'Title of Office', and 'My commission expires: 12/30/2025'. At the bottom left, a dark green button says 'All documents notarized' with a green checkmark. On the right side, there is a vertical toolbar with icons for a printer, a document, a person, an information icon, a zoom in (+) button, a zoom out (-) button, and a scroll bar.

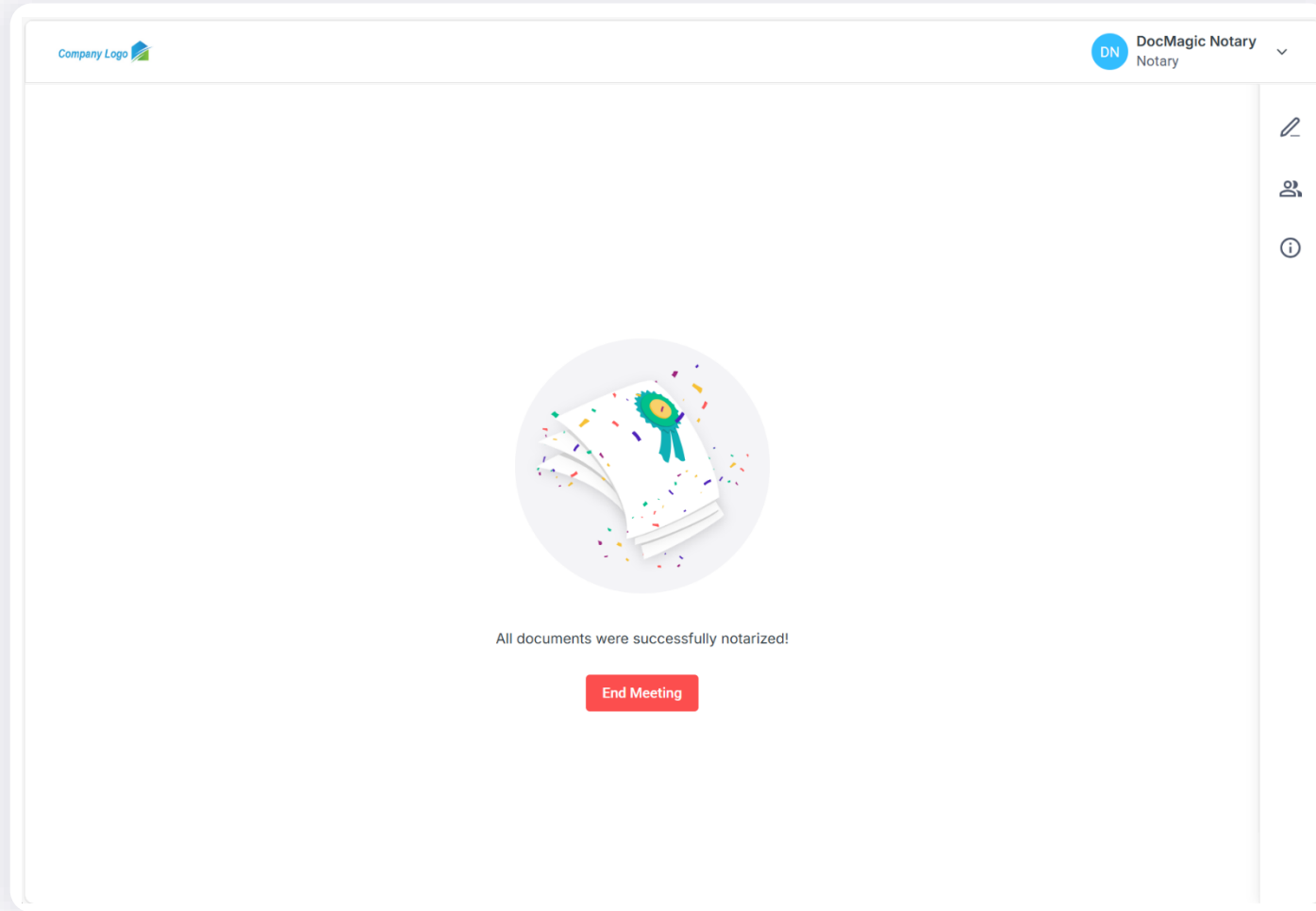
- After confirming your signature, the following items will be applied with just a single click or tap:
 - Signature – with date and time stamp
 - Stamp – with commission expiration date
- The system will automatically jump to the next notarization tag. If you ever get "lost", click "Signatures to go" in the top right, located where the Done button is in the image.
- Click Done once all documents have been notarized.

IPEN – In-Person Electronic Notarization



- If there were additional tasks that needed to be completed (additional signing or notarization), you would be prompted to choose the next one.

IPEN – In-Person Electronic Notarization



- Once all tasks are completed, you can click the red button to End Meeting.

IPEN (In-Person Electronic Notarization) – Post eClosing

The screenshot displays the DocMagic eClose Console (Notary) interface. At the top, the header shows the DocMagic logo and 'eClose Console (Notary)' with a user profile dropdown. Below the header, there are four main sections: LOAN, LENDER, SETTLEMENT AGENT, and COUNTDOWN TO CLOSING. The LOAN section shows Loan #: 777101420250001, Primary Borrower: John Smith, Type: eClosing, Package ID: 1481588, and Worksheet #: 4055 (Version: 1). The LENDER section shows Company: DSI TEST LENDER (...), Contact: Steve Truitt, Email: struitt@docmagic.com, and Phone: (800) 649-1362. The SETTLEMENT AGENT section shows Company: BYRON'S SETTLEM..., Contact: Byron Oden, Email: aland@docmagic.com, and Phone: (310) 555-3333. The COUNTDOWN TO CLOSING section shows a timer with 0 days, 1 hour, 58 minutes, and 45 seconds, and a date of Oct 14, 2025 (Tue) Time: 6:00pm PDT. Below these sections are tabs for Details, eJournal, and Action Log, and a Start eClosing button. The Signers (2) section shows a table with 2 signers: John Smith (Borrower) and Byron Oden (Settlement Agent). The eSign Documents section shows a table with 7 documents, all of which are completed.

LOAN Loan #: 777101420250001
Primary Borrower: John Smith
Type: eClosing
Package ID: 1481588
Worksheet #: 4055 (Version: 1)

LENDER
Company: DSI TEST LENDER (...)
Contact: Steve Truitt
Email: struitt@docmagic.com
Phone: (800) 649-1362

SETTLEMENT AGENT
Company: BYRON'S SETTLEM...
Contact: Byron Oden
Email: aland@docmagic.com
Phone: (310) 555-3333

COUNTDOWN TO CLOSING [Edit](#)
DAYS: 0 HOURS: 1 MINUTES: 58 SECONDS: 45
Date: Oct 14, 2025 (Tue) Time: 6:00pm PDT

[Details](#) [eJournal](#) [Action Log](#) [Start eClosing](#)

Signers (2) [Add](#)

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	John Smith aland@docmagic.com	Borrower	Docmagic Notary ron-test@docmagic.com	DocMagic In Person 10/14/2025 - 6:00pm			Finished	Open Signing Room
2	Byron Oden aland@docmagic.com	Settlement Agent					Ready to Sign	Open Signing Room

eSign Documents [Add eSign Docs](#) [View / Edit eTags](#) [Add Scanned Docs](#) [All Docs](#) [Preview Mode](#) ☐ OFF

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓
6	Specific Closing Instructions	4	2	✓
7	Borrower's Certification, Authorization and Consent	2	1	✓

- You will be brought back to the eClose Console.
- If other participants need to sign before the package is considered completed, you will see that in the Status column.

IPEN (In-Person Electronic Notarization) – Post eClosing

The screenshot displays the DocMagic eClose Console (Notary) interface. At the top, there's a header with the DocMagic logo and 'eClose Console (Notary)'. Below this, there are four main sections: LOAN, LENDER, SETTLEMENT AGENT, and CLOSING COMPLETED. The LOAN section shows details for a loan with ID 777101420250001, borrower John Smith, and package ID 1481588. The LENDER section shows DSI TEST LENDER with contact Steve Truitt. The SETTLEMENT AGENT section shows BYRON'S SETTLEMENT with contact Byron Oden. The CLOSING COMPLETED section shows a 'Congratulations!' message. Below these sections are tabs for Details, eJournal, and Action Log, and a 'Start eClosing' button. The 'Signers (2)' section lists two signers: John Smith (Borrower) and Byron Oden (Settlement Agent), both with 'Finished' or 'Signing - Complete' status. The 'eSign Documents' section shows a list of documents with columns for #, eSign Enabled, Page(s), Signer(s), and Completed. A blue arrow points to the 'All Docs' download button above the document list.

#	Signer Name / Email	Role	Notary Name / Email	Notary Type / Closing Date - Time	KBA / Status	ID Verify / Status	Status	eSign
1	John Smith aland@docmagic.com	Borrower	Docmagic Notary ron-test@docmagic.com	DocMagic In Person 10/14/2025 - 6:00pm			Finished	Open Signing Room
2	Byron Oden aland@docmagic.com	Settlement Agent					Signing - Complete	Open Signing Room

#	eSign Enabled	Page(s)	Signer(s)	Completed
1	Multistate Fixed Rate Electronic Note	4	1	✓
2	New Jersey Addendum to Residential Mortgage Loan Application	1	1	✓
3	Uniform Residential Loan Application	9	1	✓
4	New Jersey Mortgage (MERS)	19	2	✓
5	General Closing Instructions	2	1	✓
6	Specific Closing Instructions	4	2	✓
7	Borrower's Certification, Authorization and Consent	2	1	✓

- You'll see a Congratulations message in the top right of your console once the transaction is fully completed.
- You can download the completed set of signed documents from the All-Docs icon.
- Lender and Title will also automatically receive a copy of the completed document set.
- Please keep in mind that you will only be able to access this eClose Console for 90 days after the package is complete.

IPEN (In-Person Electronic Notarization) – Post eClosing

The screenshot displays the DocMagic eClose Console (Notary) interface. At the top, there's a purple header with the DocMagic logo and 'eClose Console (Notary)'. Below the header, there are four main sections: LOAN, LENDER, SETTLEMENT AGENT, and CLOSING COMPLETED. The LOAN section shows Loan #: 777101420250001, Primary Borrower: John Smith, Type: eClosing, Package ID: 1481588, and Worksheet #: 4055 (Version: 1). The LENDER section shows Company: DSI TEST LENDER (...), Contact: Steve Truitt, Email: struitt@docmagic.com, and Phone: (800) 649-1362. The SETTLEMENT AGENT section shows Company: BYRON'S SETTLEM..., Contact: Byron Oden, Email: aland@docmagic.com, and Phone: (310) 555-3333. The CLOSING COMPLETED section shows a 'Congratulations!' message with a house icon. Below these sections, there are three tabs: Details, eJournal, and Action Log. The eJournal tab is selected, and a blue arrow points to it. The eJournal tab shows a table with columns: #, Signer, Notarization Date and Time, Document Notarized, Notarial Service, and Fee. The table has one row for John Smith, notarized on October 14, 2025, at 1:50pm PDT. The document notarized is 'New Jersey Mortgage (MERS)'. The notarial service is 'Acknowledgement' and the fee is \$0.00. Below the table, there are buttons for 'Cancel' and 'Save'.

#	Signer	Notarization Date and Time	Document Notarized	Notarial Service	Fee
1	John Smith	October 14, 2025 • 1:50pm PDT	New Jersey Mortgage (MERS) Oct 14, 2025 • 1:00pm PDT	Acknowledgement	\$0.00
			Compliance Agreement Oct 14, 2025 • 1:50pm PDT	Jurat	\$0.00
			Occupancy and Financial Status Affidavit Oct 14, 2025 • 1:50pm PDT	Jurat	\$0.00
			Signature Affidavit and AKA Statement Oct 14, 2025 • 1:50pm PDT	Affidavit	\$0.00

- The eJournal tab will allow you to record your notarial services performed and their respective fees. Once you hit Save, they will be sent to Title.
- *Please keep in mind that DocMagic does not handle payment between you and title – this is simply for your records.*
- You can also print the eJournal with the printer icon.
- The Action Log tab is an event log associated with the package that includes Date & Time stamps.
- Please keep in mind that you will only be able to access this eClose Console for 90 days after the package is complete.