



DigaSign Process

# Welcome Email from WorldWide Notary

By now you should have received an email with temporary credentials to use for logging in to DigaSign. Hold on to that, it will be used later.

**From:** Support <[support1@wwnotary.com](mailto:support1@wwnotary.com)>  
**Sent:** Tuesday, August 16, 2022  
**To:** [you@youreemailaddress.com](mailto:you@youreemailaddress.com)  
**Subject:** DigaSign Password Reset

Dear Notary:

Your password has been reset to 3d8e09b8211a3. Once you log into DigaSign with your temporary password, please change your password by clicking on the menu File/Reset Password. If you have any questions please contact customer support and we will be glad to assist you.

Thanks

DigaSign Support  
World Wide Notary  
940-553-4585

For now, follow the instructions on the following pages. This e-mail will come into play on page 16. Don't skip ahead!

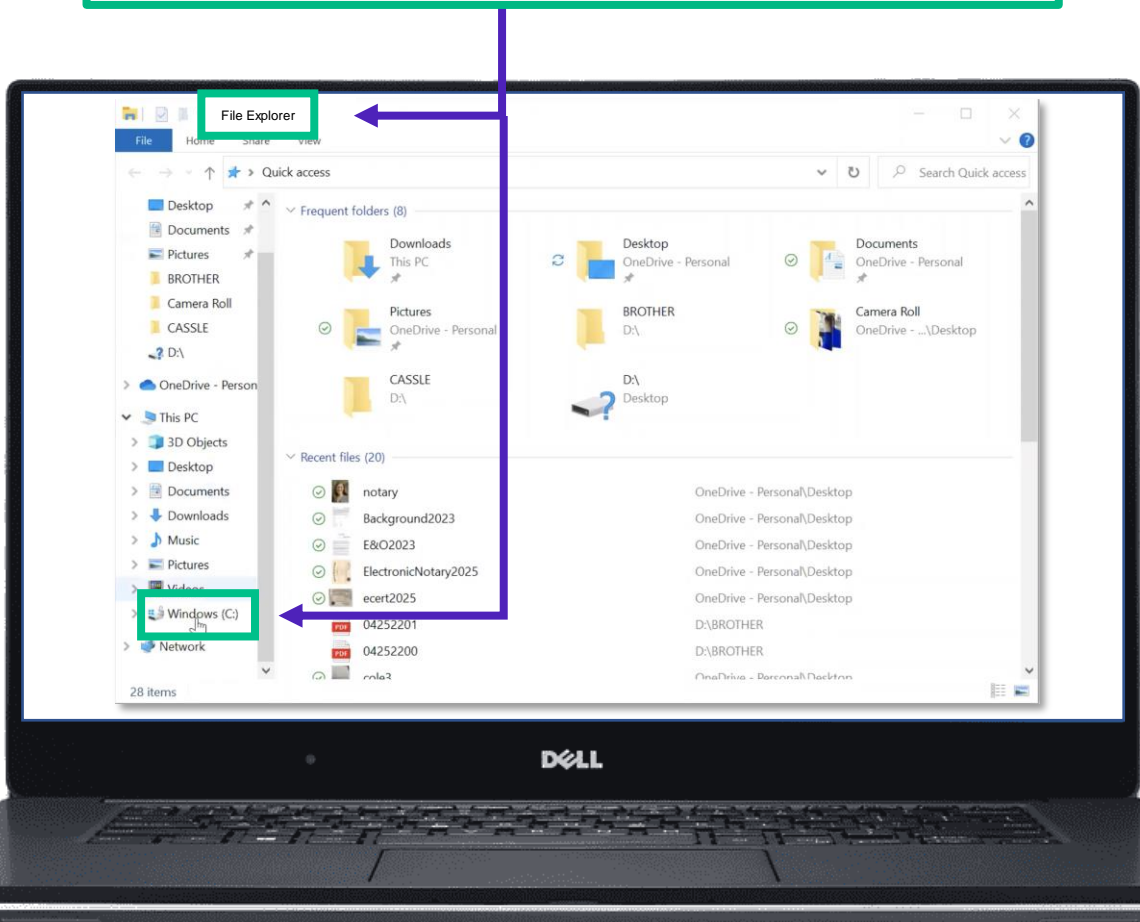


# Enable Permissions

After you install DigaSign, you will need to enable permissions on your computer to update the software.

Follow the instructions below to accomplish this:

1. Open File Explorer
2. Go to your Windows (C:) Drive

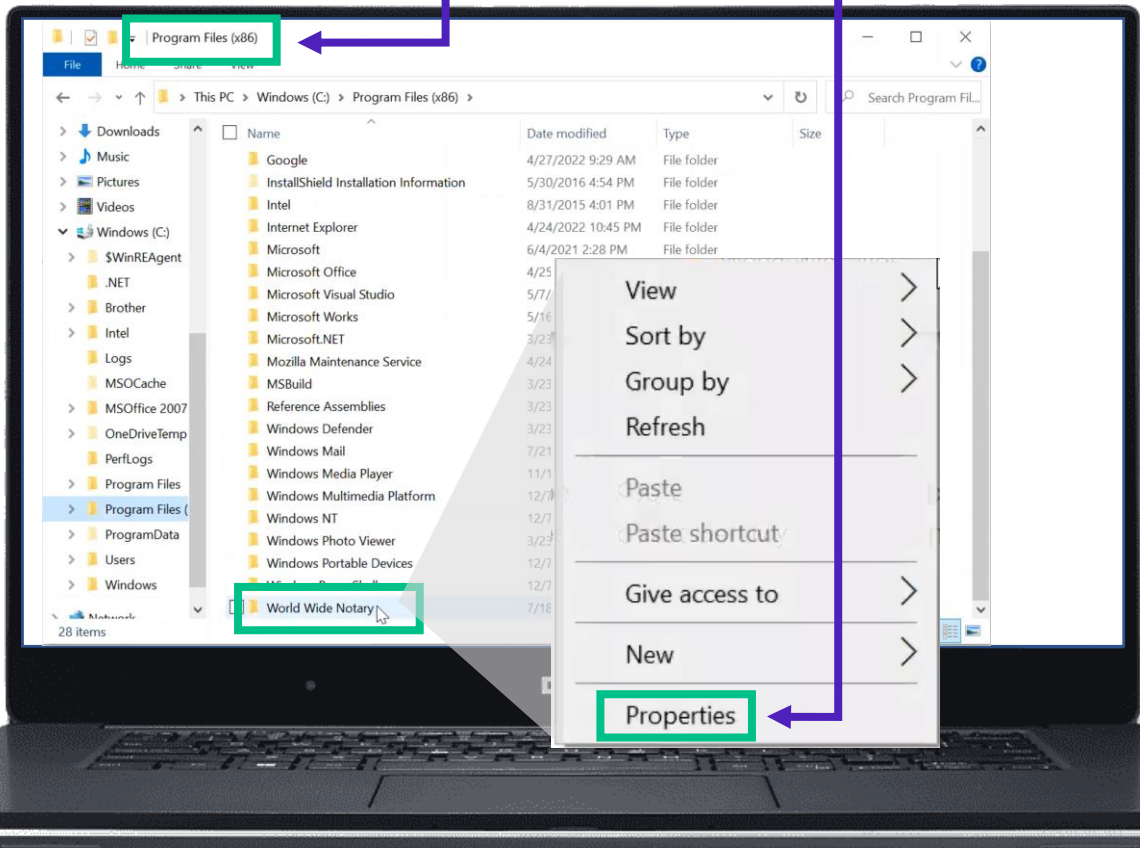


# Enable Permissions

Click on the Program Files (x86) folder found in your Windows (C:) Drive.

Scroll and search for World Wide Notary.

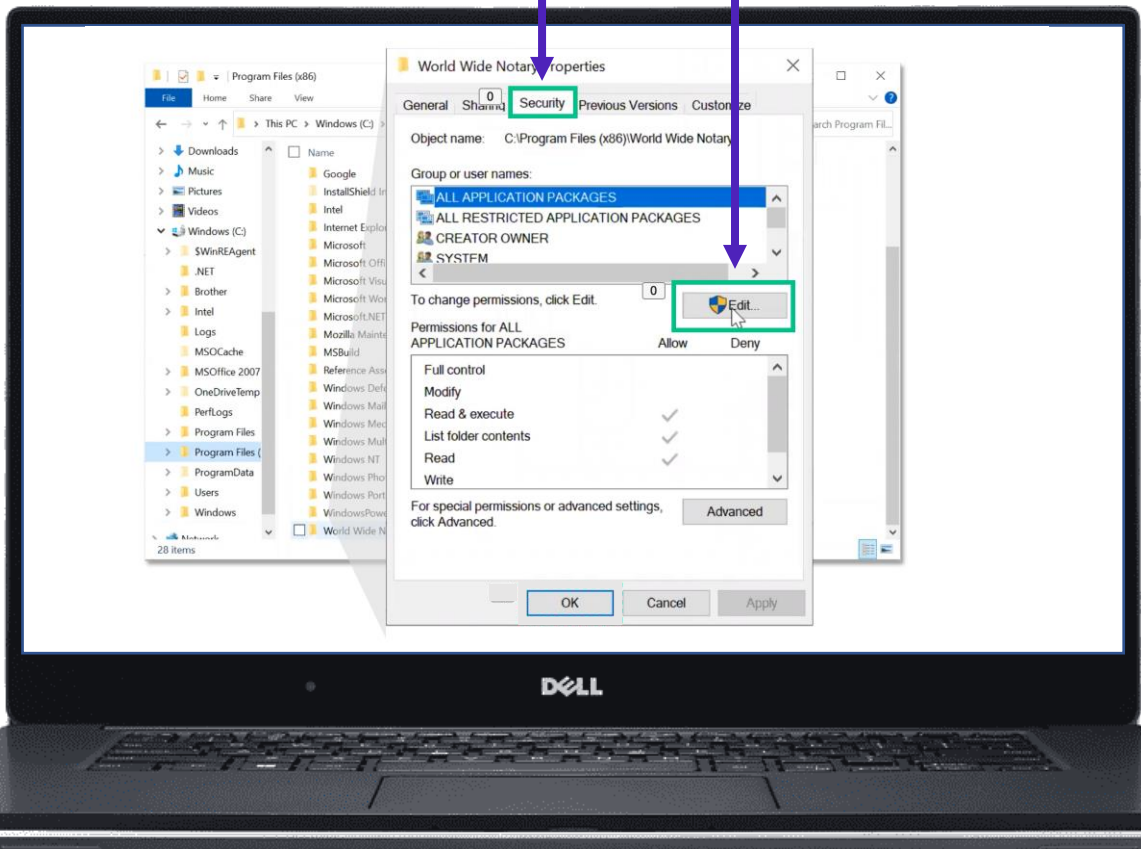
Right-click on the folder and click on Properties.



# Enable Permissions

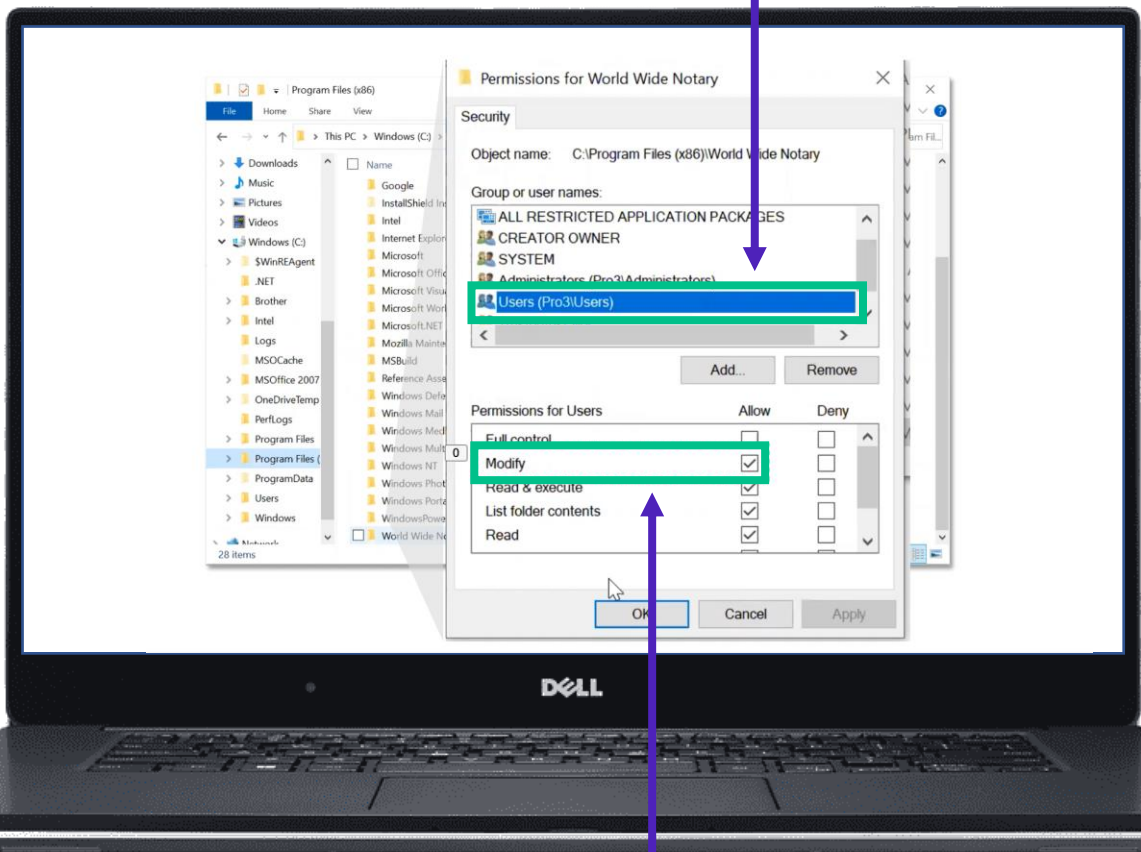
Click on the Security Tab

Then, click Edit



# Enable Permissions

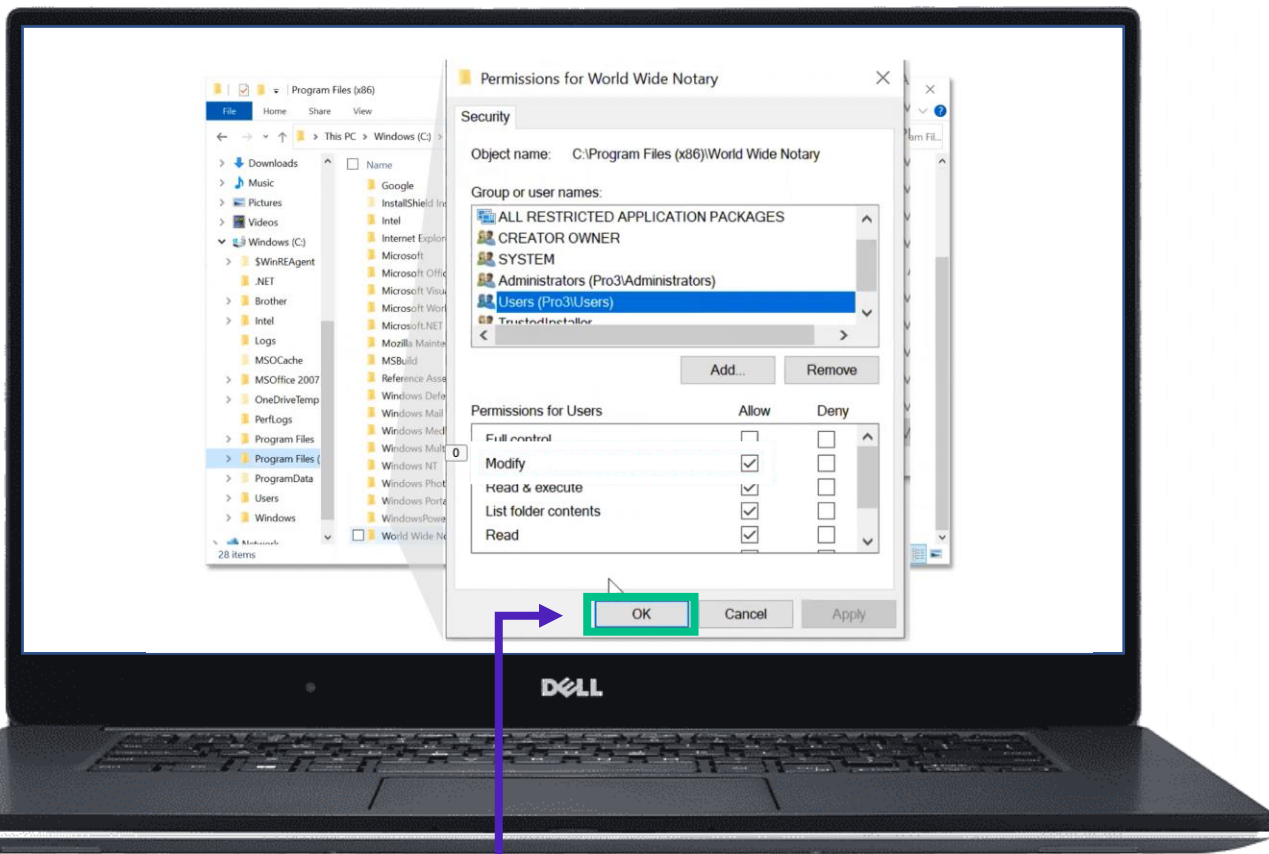
Select Users. It will highlight when you click on it.



Make sure the 'Allow' box is checked for 'Modify'.



# Enable Permissions

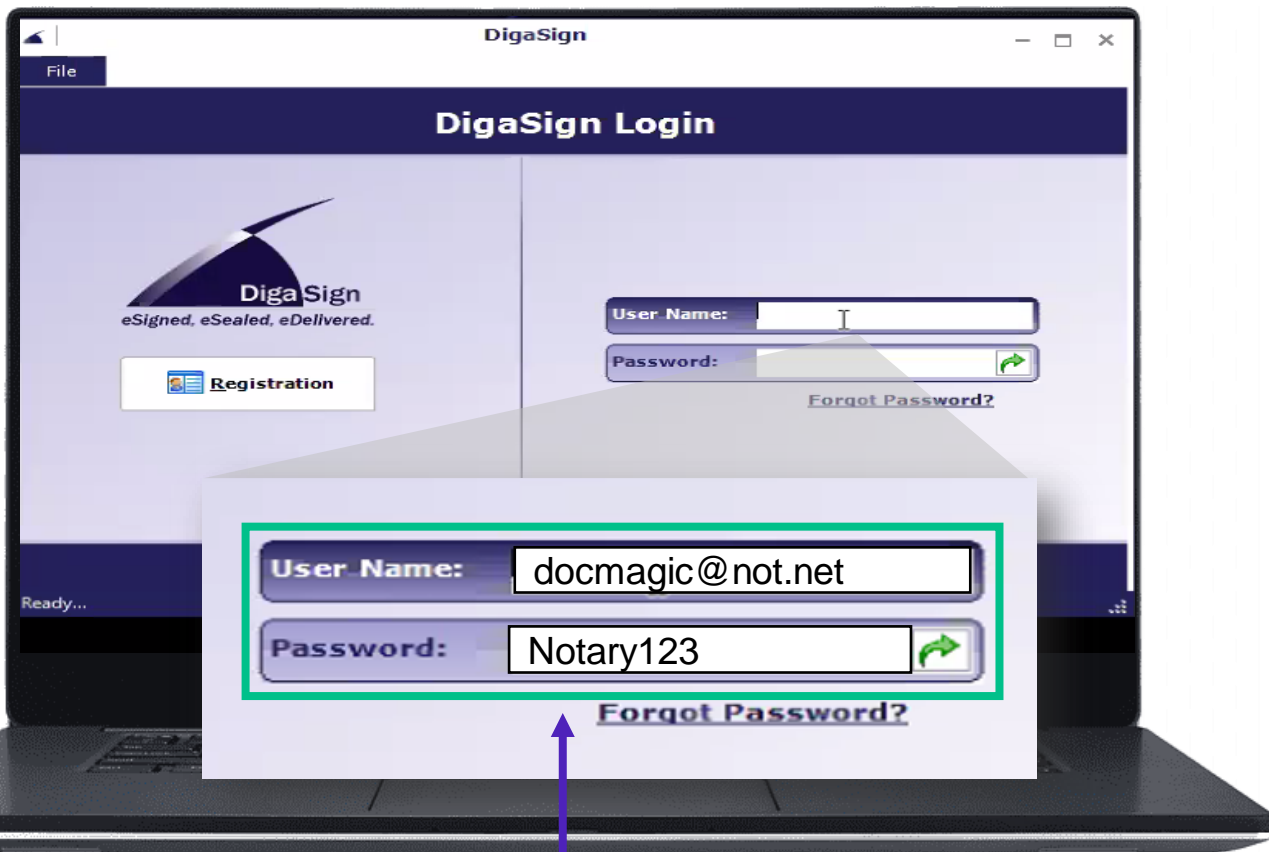


Click OK. This will give all Users the ability to modify the World Wide Notary program. You'll need this permission to update the software.



# Logging into Your DigaSign Platform

Access the DigaSign program on your device to see this login screen. Enter the user-name and password listed below.



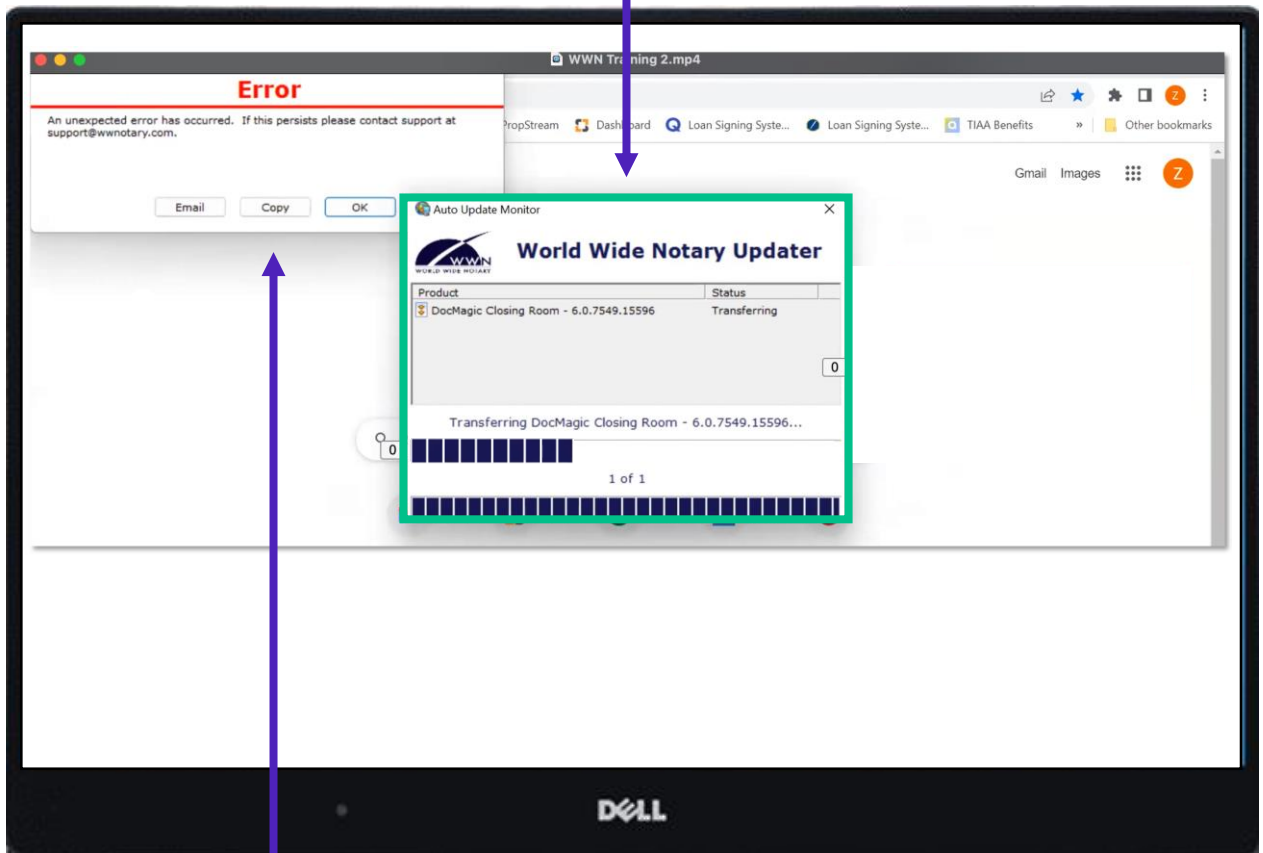
Remember, you're not using the login information from the confirmation email you received, enter what you see directly above.





# WWN Updater

After you log in for the first time, your WWN Updater will run.

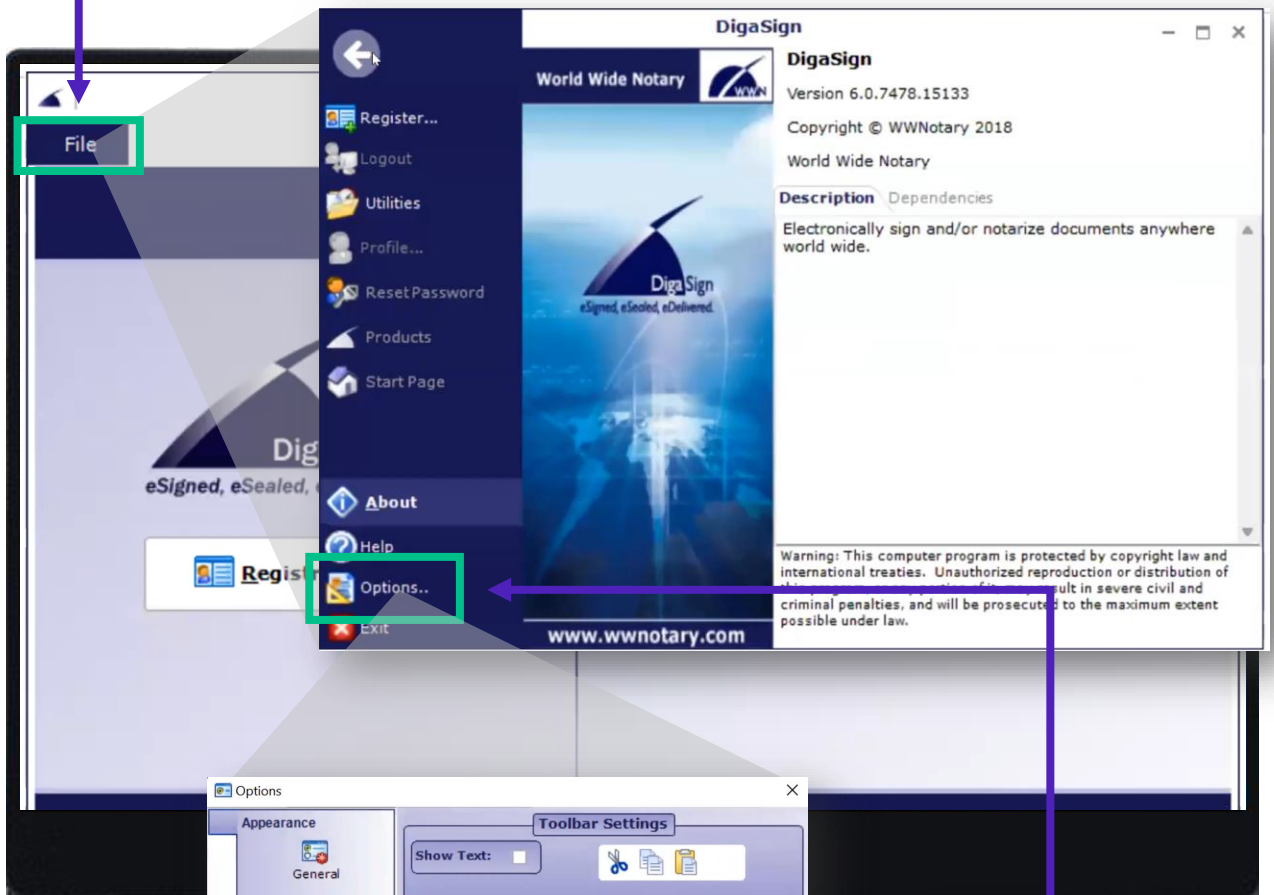


You might encounter this error message. It's likely not going to affect you. Simply click 'OK' and you will be allowed to continue.

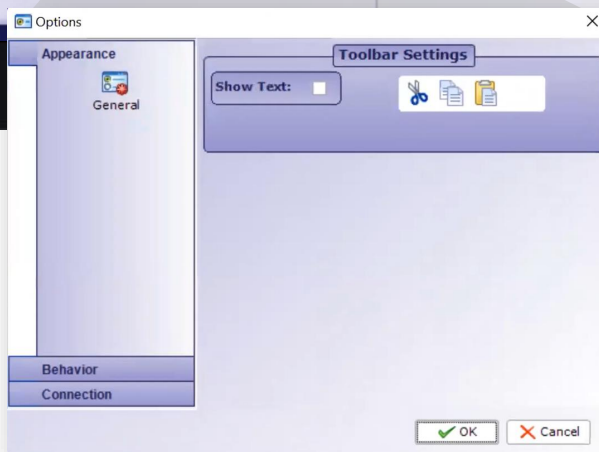


# Configure Options

After the update finishes, click File.

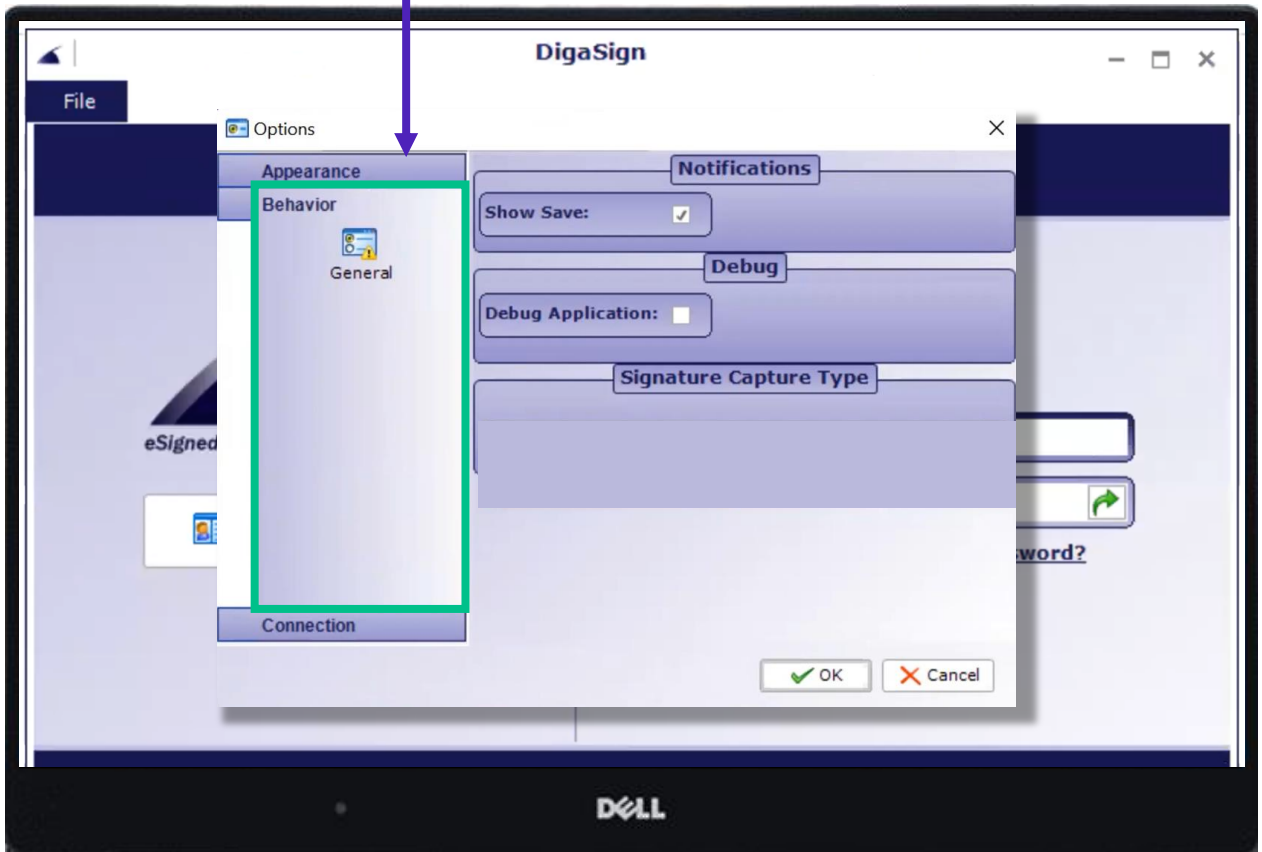


Select Options.



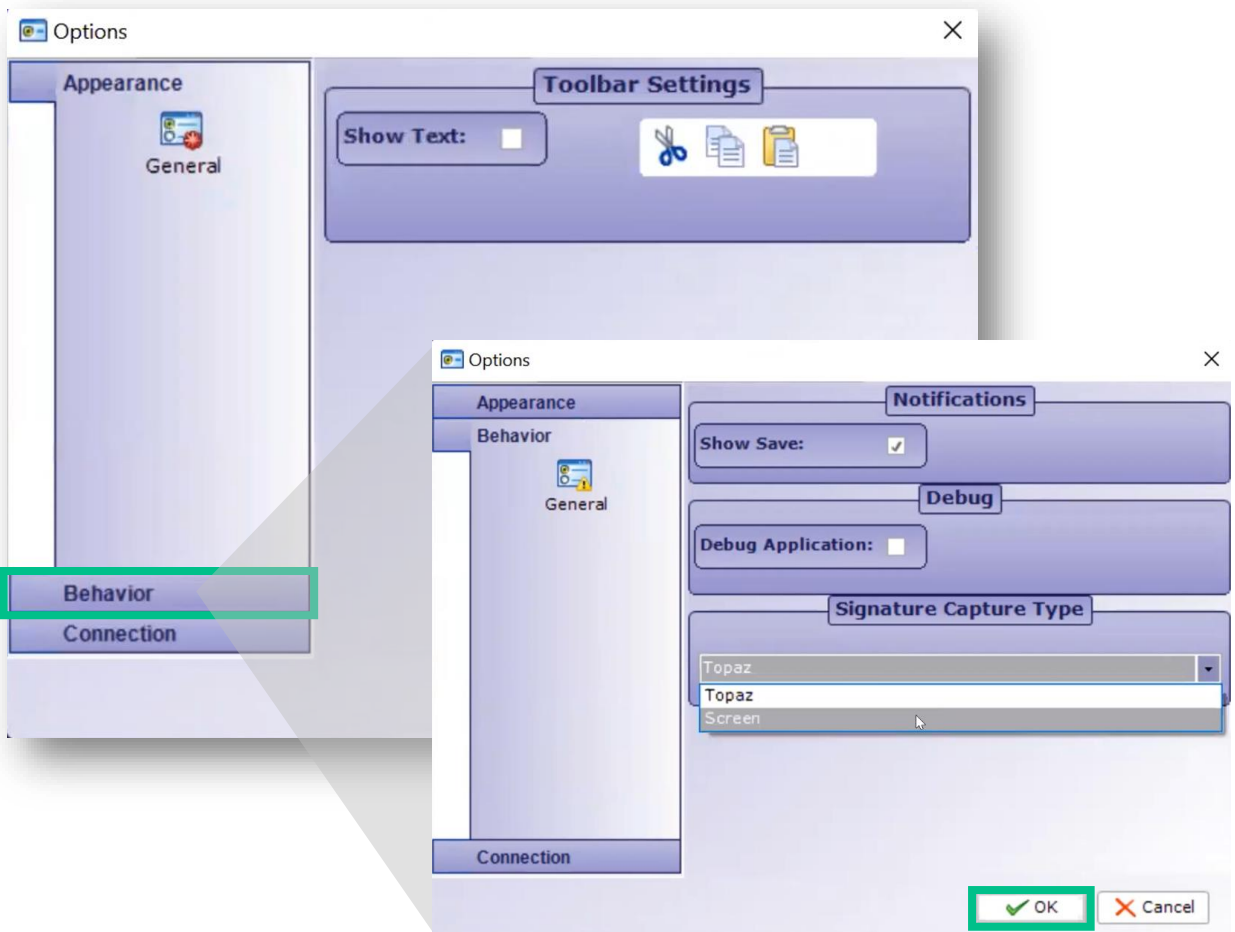
# Configure Options

Click Behavior from the menu on the left.



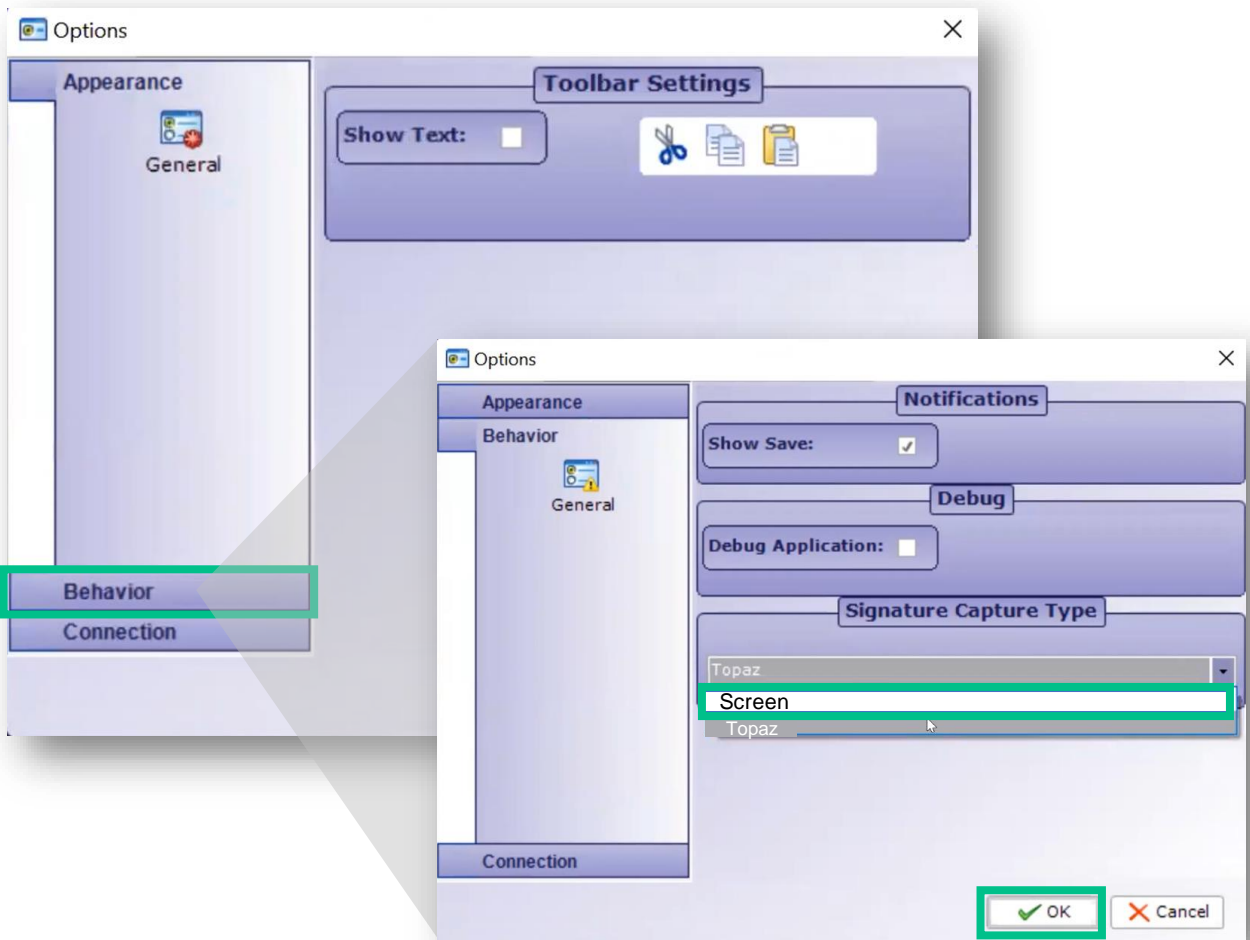
# Choosing TOPAZ

If you are working with a Topaz device, choose Topaz and click OK.



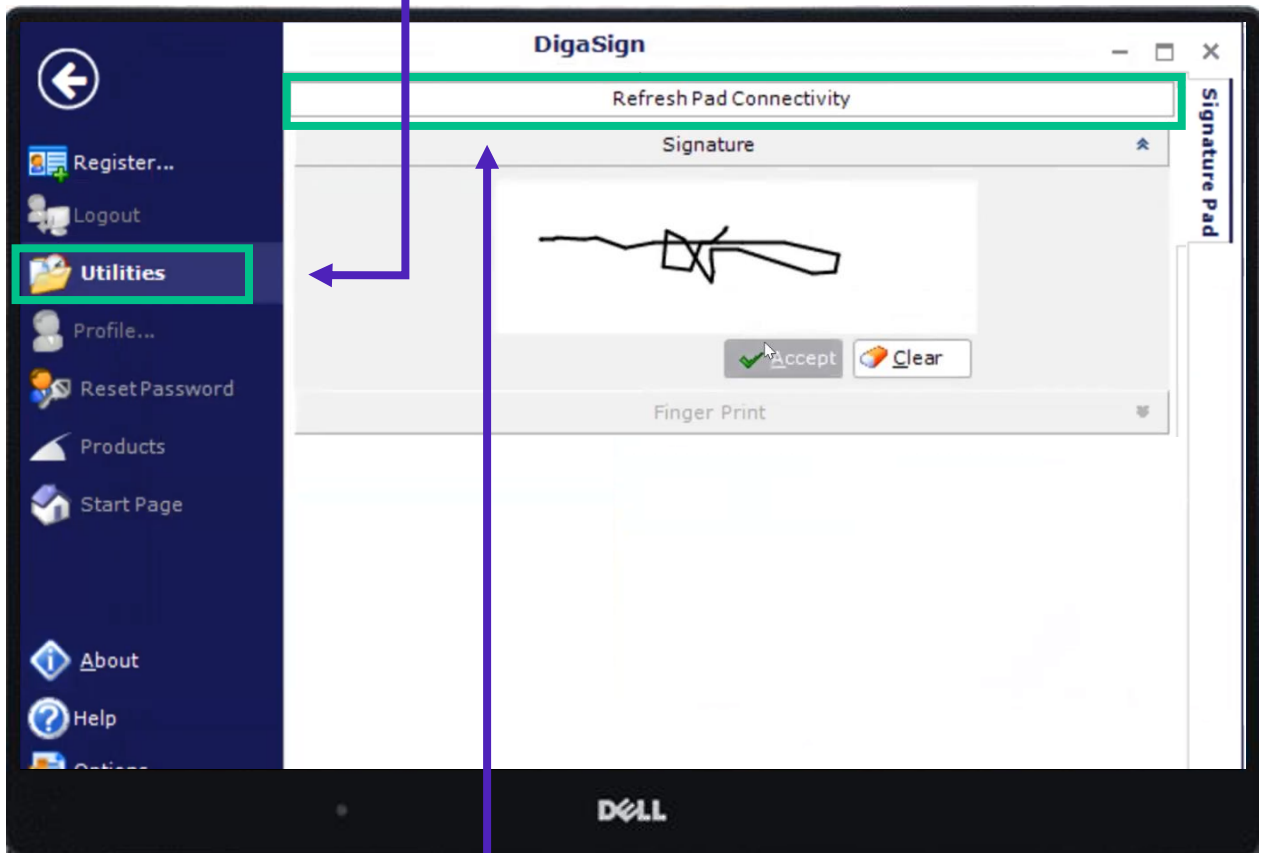
# Choosing SCREEN

If you are working with a Touchscreen device, choose Screen and click OK.



# Utilities

Next, click on Utilities.

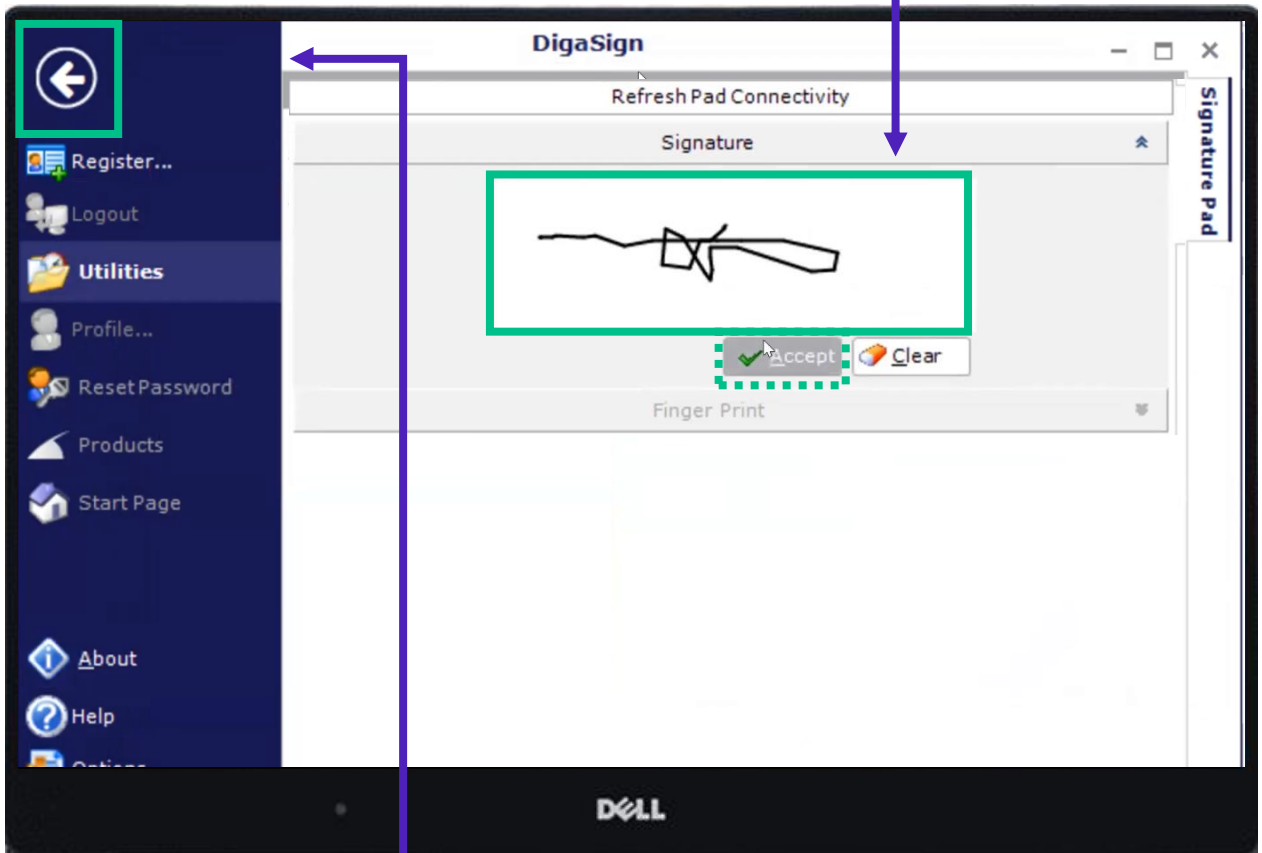


Then, click on 'Refresh Pad Connectivity.'



# Utilities

Apply your signature, and click 'Accept'.

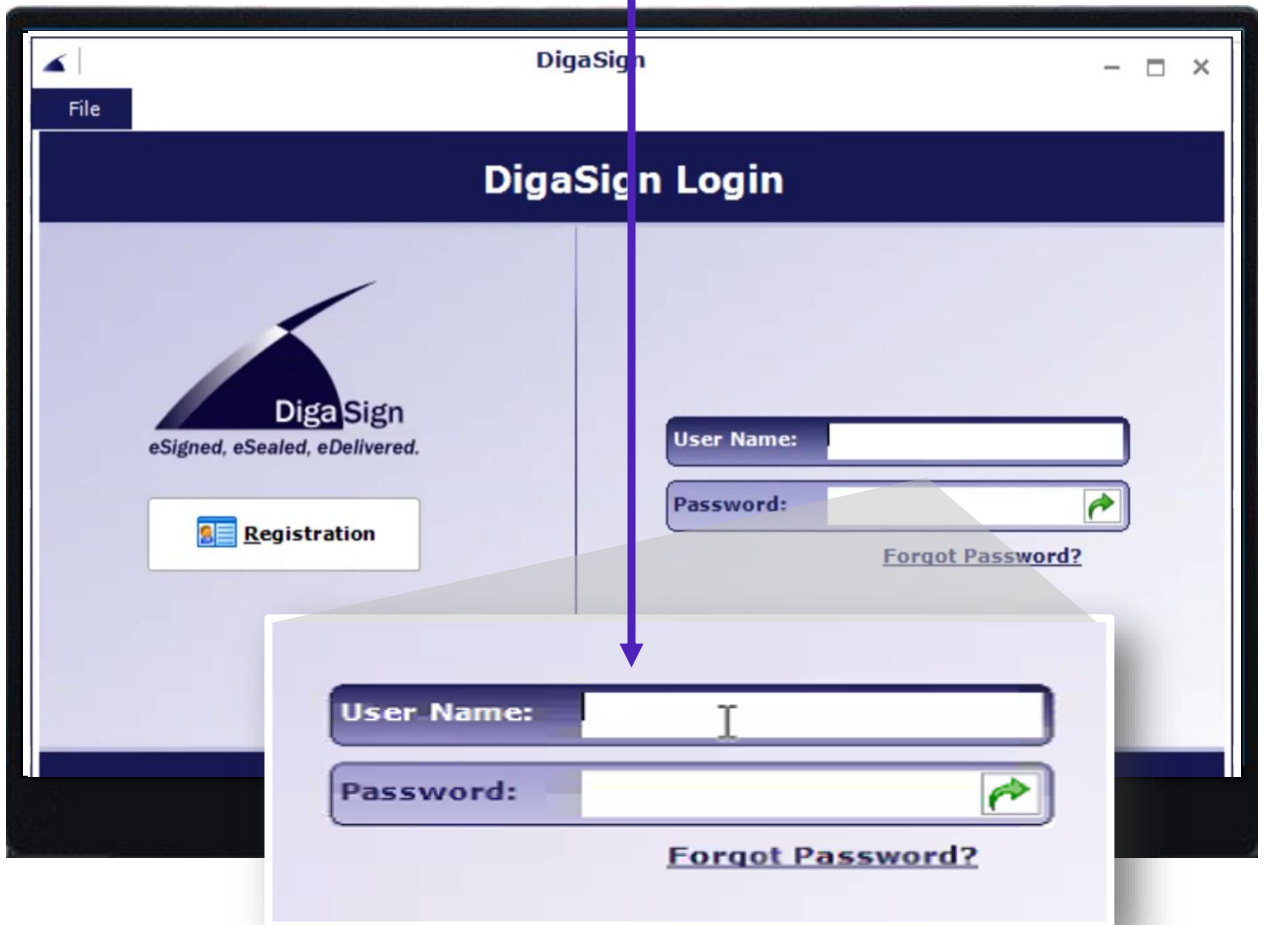


Click the round return button at the top of the left of the page.



# Log in and Change Your Password

Now go to the original email you received from WWN mentioned on page 1 of this guide. Back on the Login screen, enter that username and password to enter the system.



The image shows a screenshot of the DigaSign web application's login page. The browser window title is "DigaSign". The page header is "DigaSign Login". On the left side, there is a DigaSign logo with the tagline "eSigned, eSealed, eDelivered." and a "Registration" button. On the right side, there are two input fields: "User Name:" and "Password:". Below the password field is a "Forgot Password?" link. A blue arrow points from the text box above to a callout box that shows a magnified view of the "User Name:" and "Password:" fields, with a cursor in the "User Name:" field.

**User Name:**

**Password:**

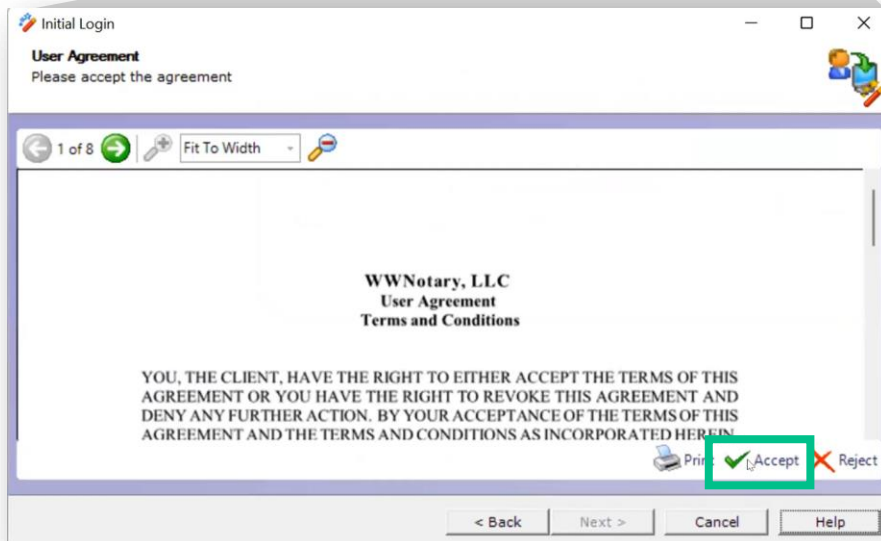
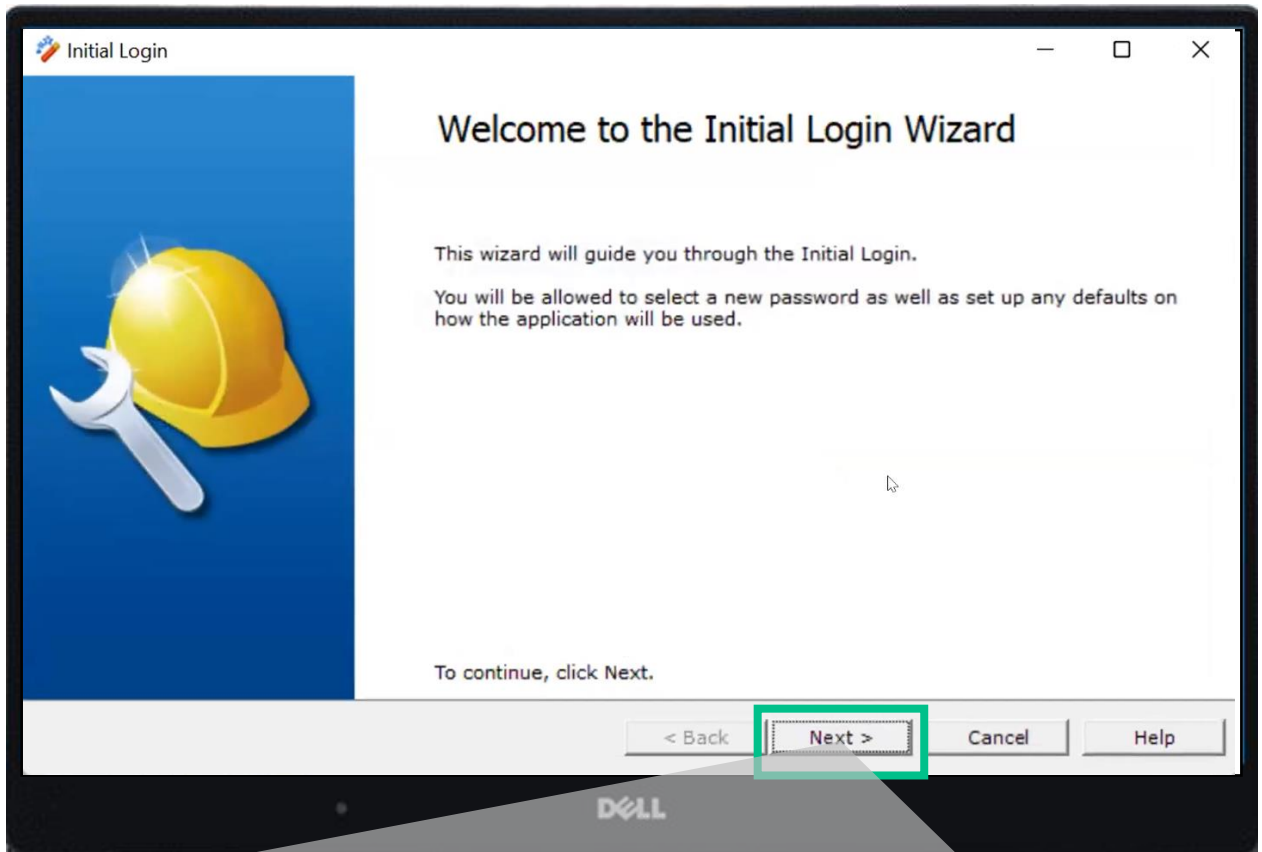
[Forgot Password?](#)





# Login Wizard

You'll see the Initial Login Wizard. Click 'Next' to continue your login.



## Enter Your Own Personal Password

Next, you'll be prompted to enter your own personal password, as well as create a Password Question.

Initial Login

**Reset Password**

Enter your new password as well as the password question you will be asked if you forget your password

Password:  (Example 'P@55wordD')

Confirm:

**Password must be at least 6 characters in length and contain upper and lower characters as well as numbers or special symbols such as '@'.**

Password Question

Mother's Maiden Name

< Back Next > Cancel Help

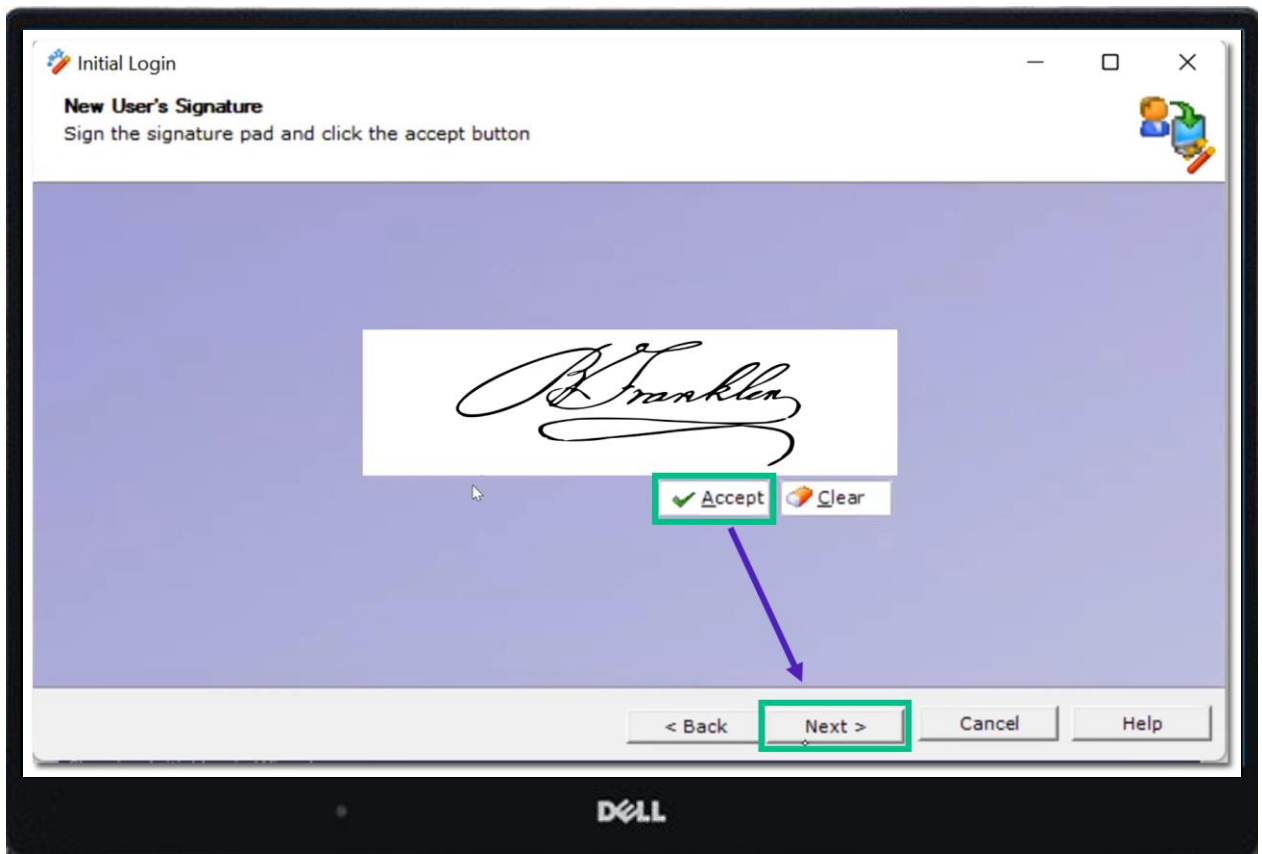
DELL

It is your responsibility to safeguard this information. DocMagic employees will not know these credentials.



# Capturing Your Signature

Make sure to sign your official signature with your finger or stylus and click "Accept."



# Capturing Your Signature

You'll need to click "Next" twice to get to this screen, showing your signature. Click "Finish" and you're done.

Initial Login

Fit To Width

1 of 1

**WWNotary, LLC, DigaSign**  
Validation Form

**New User Information**

User Name: za.sign.seal@gmail.com  
Password: Zeeed51  
First Name: Zeviera  
Middle Name:  
Last Name: Miller  
Email: za.sign.seal@gmail.com  
Address: 1137 Reiner Ln.  
Gaston, NC 28052  
USA  
Home Phone:  
Work Phone: (704) 466-0281  
DL#: 7945594  
Date of Birth: 11/8/1971  
Employer:  
Title:

I do hereby swear that this is my information.

Date: 5/11/2022

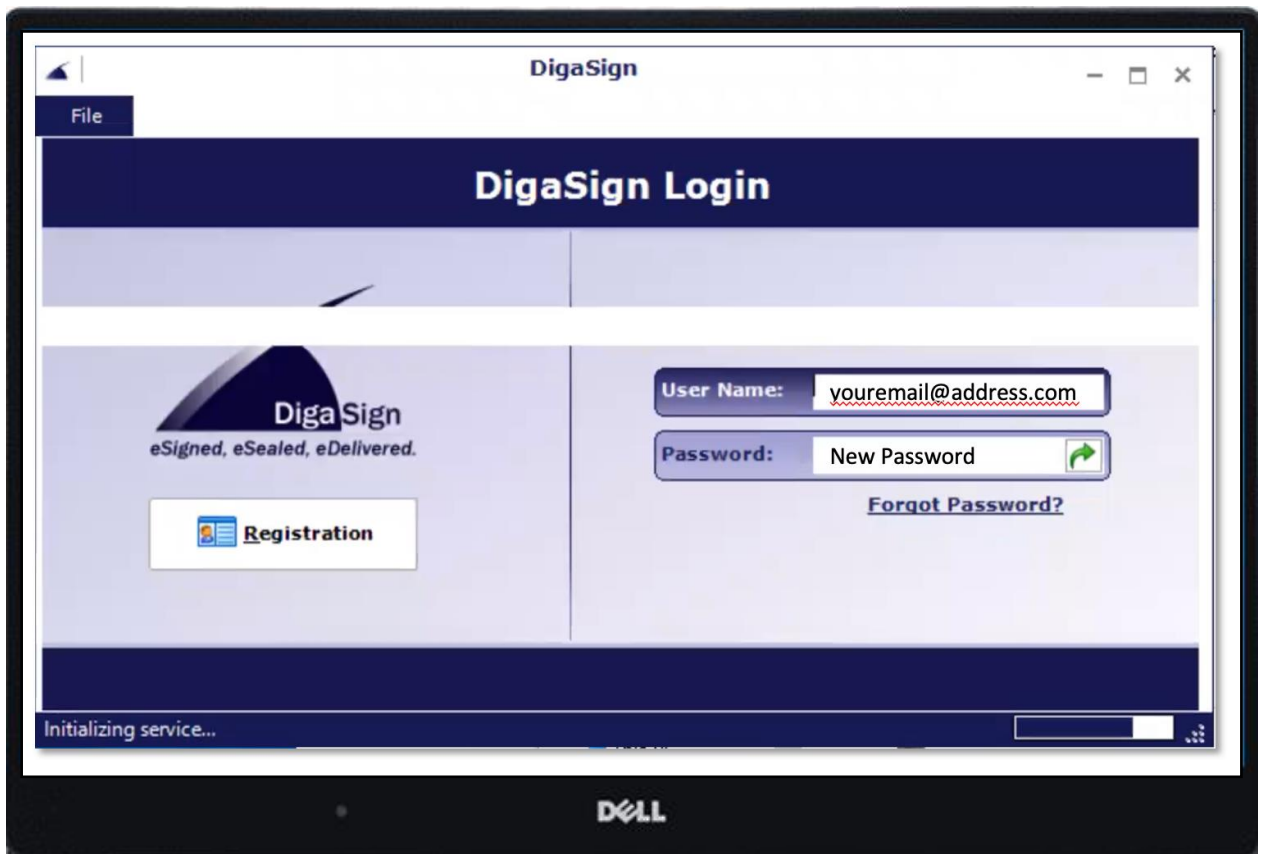
< Back Finish Cancel Help

DELL



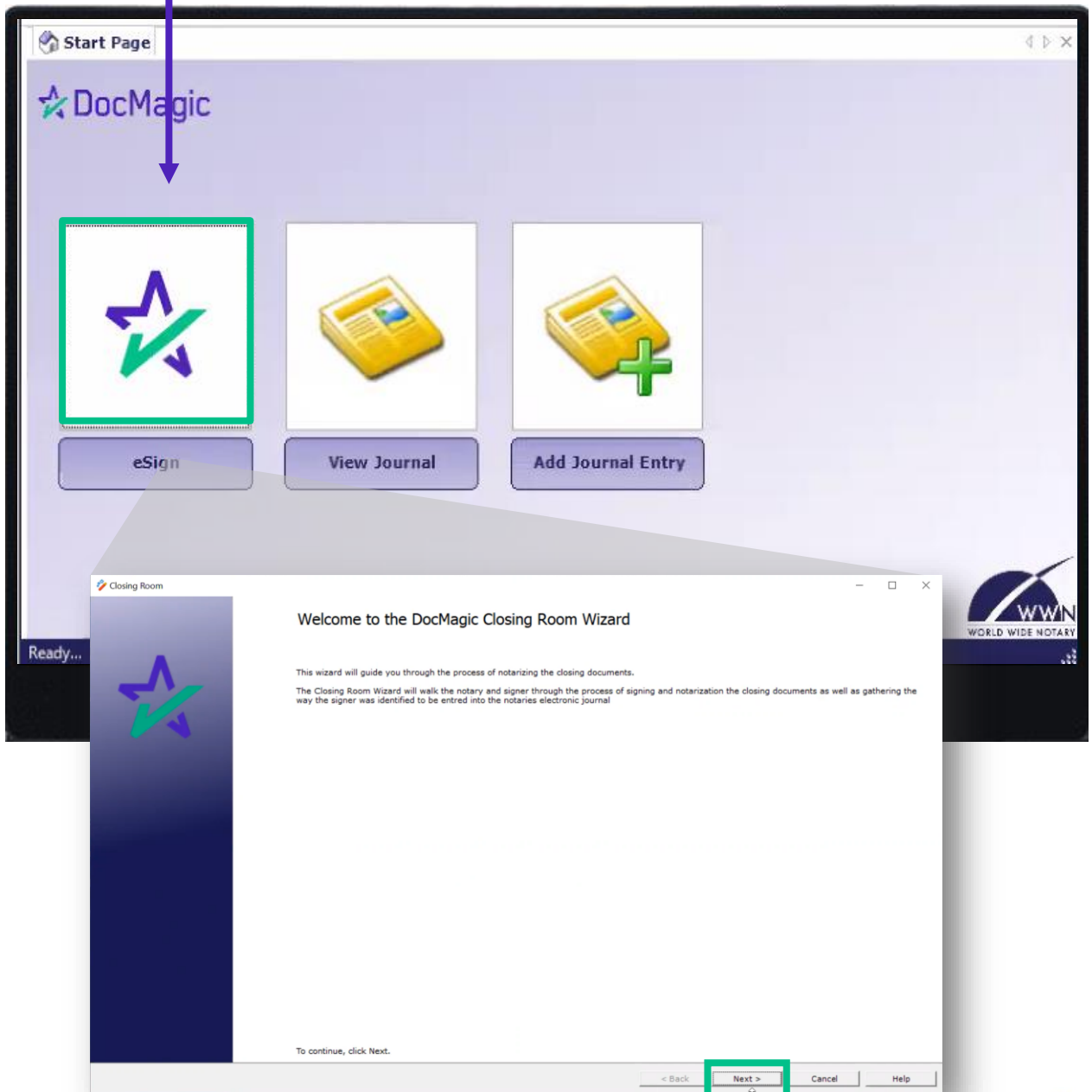
# Login with Your Credentials

Log in again using your username and new password.



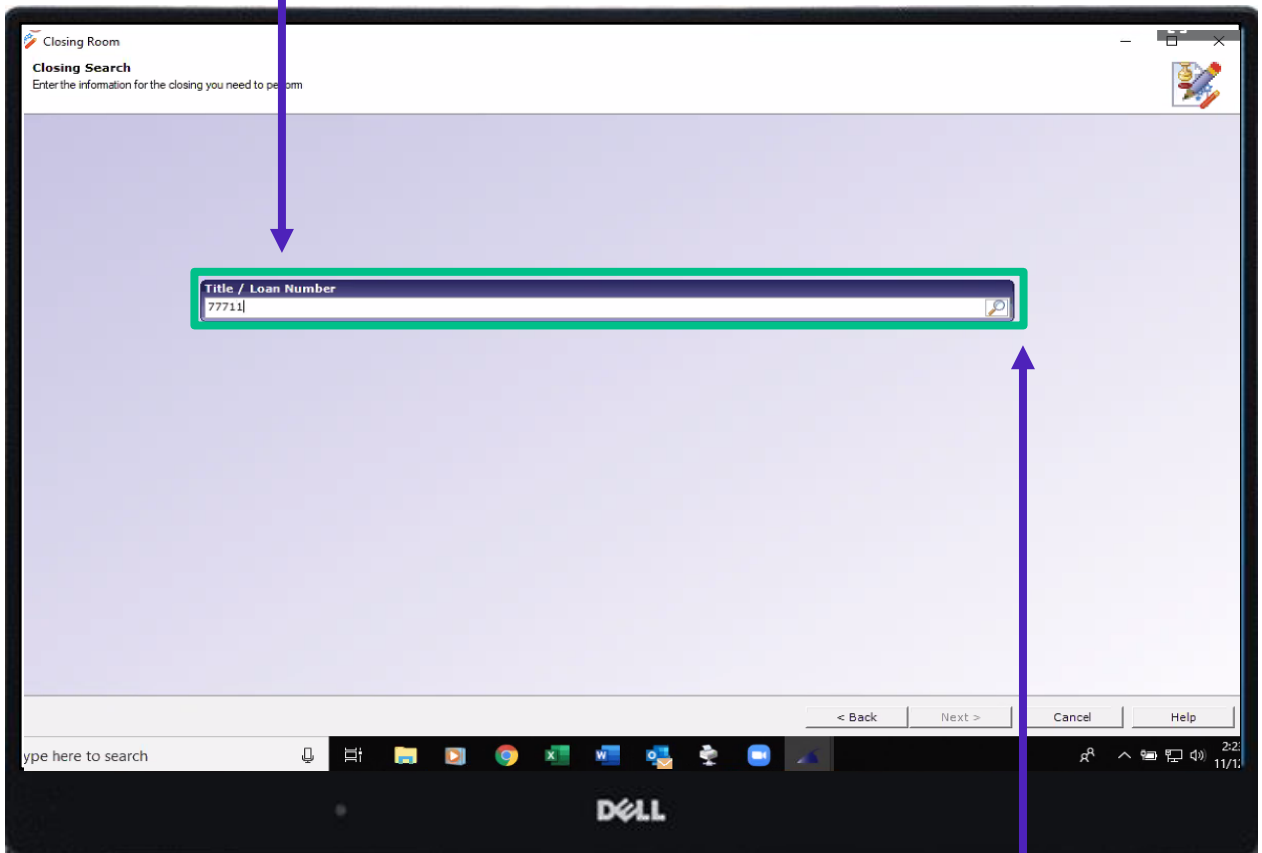
# Start With Some Magic

Select the DocMagic Symbol. Click Next on the window that appears.



# Enter the Loan Information

Enter the Loan Number.



Select the magnifying glass to search for the loan file.



# Select Package

Select your package and click Next at the bottom.

Closing Room  
Closing Search  
Enter the information for the closing you need to perform

Title / Loan Number			
021320220002			
Title Number	Package Number	Loan Number	Signers
777021320220002	718523	777021320220002	JOHN SMITH, ANDY AGENT
777021320220002	718523	777021320220002	JOHN SMITH, ANDY AGENT

< Back | Next > | Cancel

DELL





# Selecting the Borrower

You will see everyone associated with this loan including the Settlement Agent.

The screenshot shows a software window titled "Closing Room" with the sub-header "Signer(s) and Notary Information". Below the sub-header is the instruction: "Please select each signer that is present at the signing table and complete all required information for each selected signer and notary".

On the left side, there is a list of signers with checkboxes:

- JOHN SMITH
- ANDY AGENT
- Brooke Cassle

The "JOHN SMITH" entry is highlighted with a green box. A blue arrow points from this box to the "Name & Address" section of the form.

The form is divided into several sections:

- Name & Address:** Fields for First (JOHN), Middle, Last (SMITH), Street (123 smith street), Street 2, CSZ (waxhaw), State (NM), Zip (28173-\_\_\_\_), Home, Work, Email (ron@docmagic.com), and Company.
- Signature:** A large empty box for a signature, with "Accept" and "Clear" buttons below it.
- Identification:** Fields for Type (Driver's License), Number (444444), and Expiration (11/08/2024).
- Initials:** A large empty box for initials, with "Accept" and "Clear" buttons below it.

At the bottom of the window, there are navigation buttons: "Previous", "Next" (with a green checkmark), "Accept", "< Back", "Next >", "Cancel", and "Help".



# Selecting the Borrower

Select the check box next to a borrower's name to choose them. For demonstration purposes, the first borrower has been selected.

Closing Room

**Signer(s) and Notary Information**  
Please select each signer that is present at the signing table and complete all required information for each selected signer and notary

JOHN SMITH  
Brooke Caselle

**Name & Address**

First: JOHN Middle: Last: SMITH  
Street: 123 smith street  
Street 2:  
CSZ: waxhaw NM 28173-  
Home: ( ) - - Work: ( ) - -  
Email: ron@docmagic.com  
Company:

**Signature**

Accept Clear

**Identification**

Type: Driver's License  
Number: 444444  
Expiration: 11/08/2026

**Initials**

Accept Clear

Previous Next

Accept

< Back Next > Cancel Help

It's important to note that you **must** select a borrower before entering information. Also, you can only select **one** participant and enter their information at a time.



# Entering Borrower's Information

Enter in the Borrower's contact information.

**Signer(s) and Notary Information**  
Please select each signer that is present at the signing table and complete all required information for each selected signer and notary

SAM SMITH  
 SANDY SMITH  
 ANDY AGENT  
 Bridget L Moore

**Home & Address**

First: SAM Middle: Last: SMITH  
Street: 123 Any St  
Street 2:  
CSZ: Springfield IL 62704-  
Home: Work:  
Email: ron@docmagic.com  
Company:

**Signature**

Accept Clear

**Identification**

Type: Personally Known

**Initials**

Accept Clear

Previous Next

Accept

< Back Next > Cancel Help

DELL

Enter in how you identified the Borrower.



# Entering Borrower's Information

Turn over the device to the Borrower, who will sign and initial electronically.

**Signer(s) and Notary Information**  
Please select each signer that is present at the signing table and complete all required information for each selected signer and notary

SAM SMITH  
 SANDY SMITH  
 ANDY AGENT  
 Bridget L Moore

**Name & Address**

First: SAM Middle: Last: SMITH  
Street: 123 Any St  
Street 2:  
CSZ: Springfield IL 62704-  
Home: ( ) - - - - Work: ( ) - - - -  
Email: ron@docmagic.com  
Company:

**Signature**

**Initials**

**Identification**

Type: Personally Known

Previous Next

Accept

< Back Next > Cancel Help



# Entering Borrower's Information

The borrower must select 'Accept' for the Signature and Initials capture.

**Signer(s) and Notary Information**  
Please select each signer that is present at the signing table and complete all required information for each selected signer and notary

SAM SMITH  
 SANDY SMITH  
 ANDY AGENT  
 Bridget L Moore

**Name & Address**

First:  Middle:  Last:

Street:

Street 2:

CSZ:

Home: ( ) - - - - - Work: ( ) - - - - -

Email:

Company:

**Signature**

Accept

**Initials**

Accept

Previous Next

< Back  Cancel Help



# Signing On as the Notary

Instead of clicking on the next Borrower, click on your name (eNotary Agent).

**Signer(s) and Notary Information**  
Please select each signer that is present at the signing table and complete all required information for each selected signer and notary.

- SAM SMITH
- SANDY SMITH
- ANDY AGENT
- Bridget L. Moore**

Commission	
Name Bridget L. Moore	Number 487292
County Sangamon	State IL
Inception 5/12/2019	Expiration 5/11/2023

**Signature**

Accept Clear

Accept

< Back | Next > | Cancel | Help

A Commission Box will populate and the information for you (the eNotary Agent) will be entered here.



# Signing On as the Notary

Once completed, sign in the Signature Box and Accept.

**Signer(s) and Notary Information**  
Please select each signer that is present at the signing table and complete all required information for each selected signer and notary

SAM SMITH  
 SANDY SMITH  
 ANDY AGENT  
 Bridget L Moore

Commission	
Name Bridget L Moore	Number 487292
County Sangamon	State IL
Inception 5/12/2019	Expiration 5/11/2023

**Signature**

*Bridget L Moore*

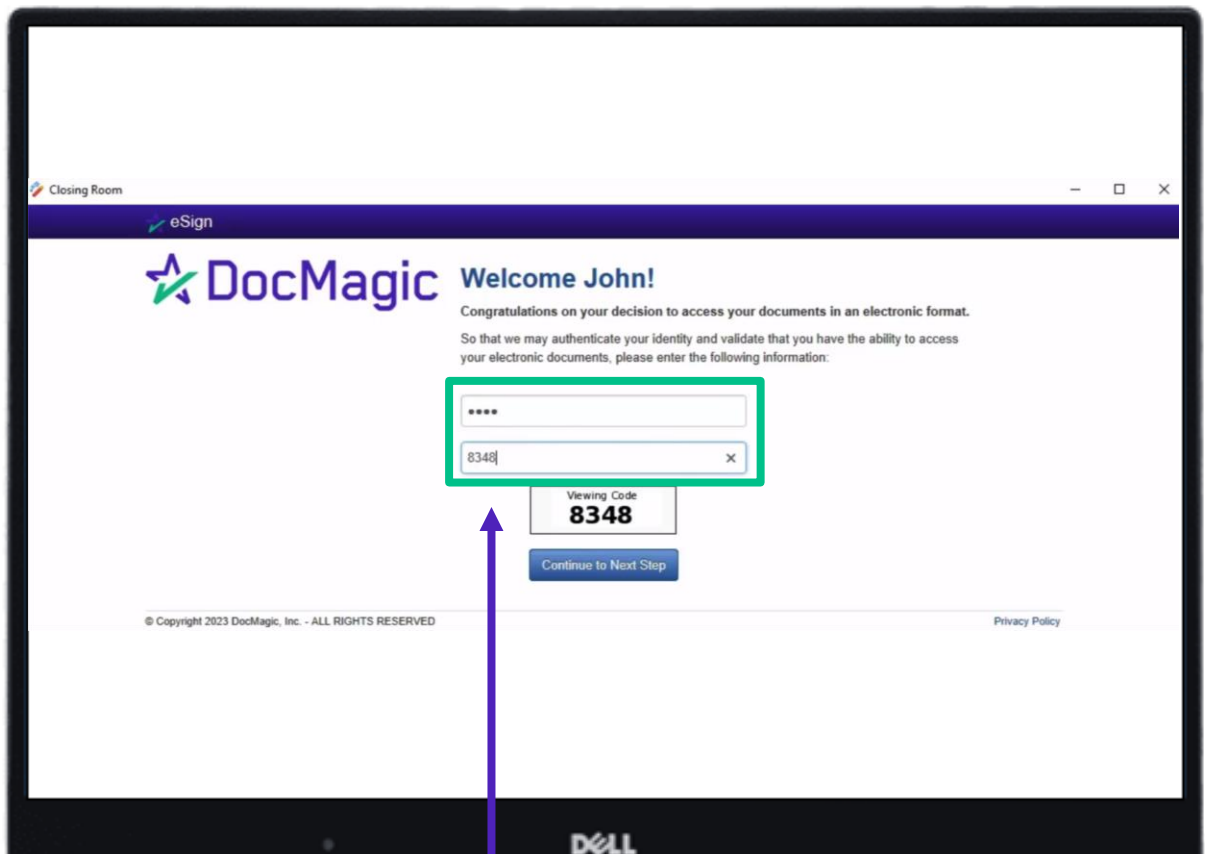
Accept

Click Next.



# Borrower's Signing Experience

Hand the device to the borrower. This is the access window to the Borrower's signing experience.



The screenshot shows a web browser window titled "Closing Room" with a purple header bar containing the "eSign" logo. The main content area features the DocMagic logo and a "Welcome John!" message. Below the welcome message, there is a congratulatory message and a request for authentication information. The form includes a password field (masked with dots), a social security number field (containing "8348"), and a viewing code field (containing "8348"). A "Continue to Next Step" button is located below the viewing code field. The footer contains copyright information and a link to the Privacy Policy.

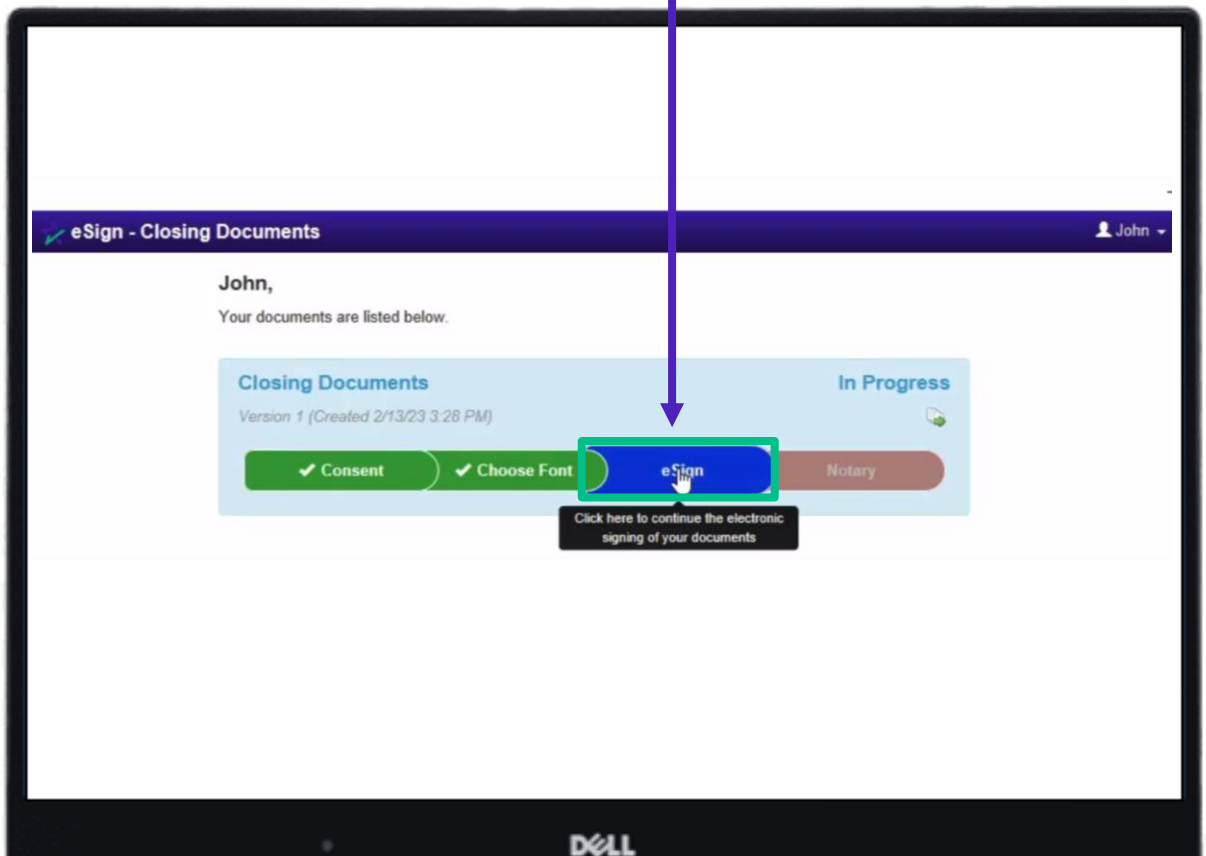
They must enter in the last four numbers of their social security number as well as the viewing code number.





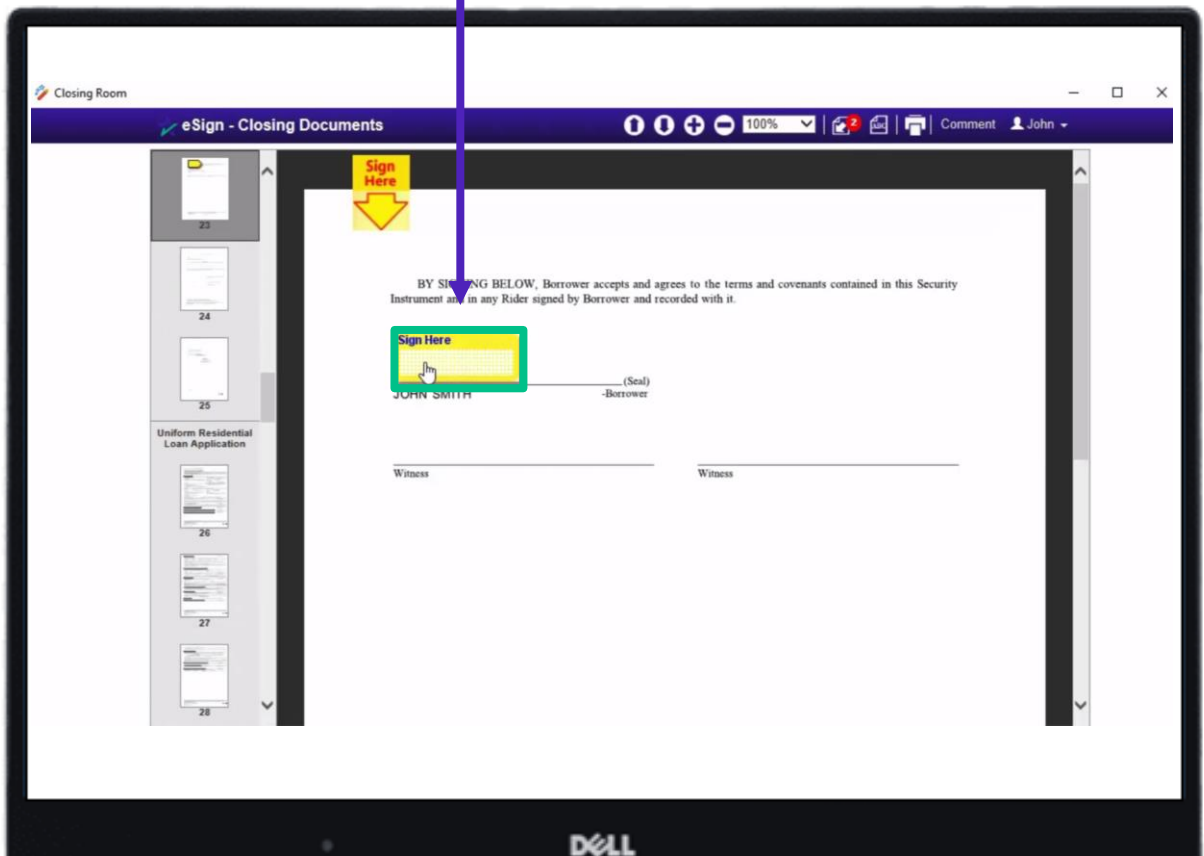
# Click to Sign

The borrower will click the blue eSign button to begin signing their documents electronically.



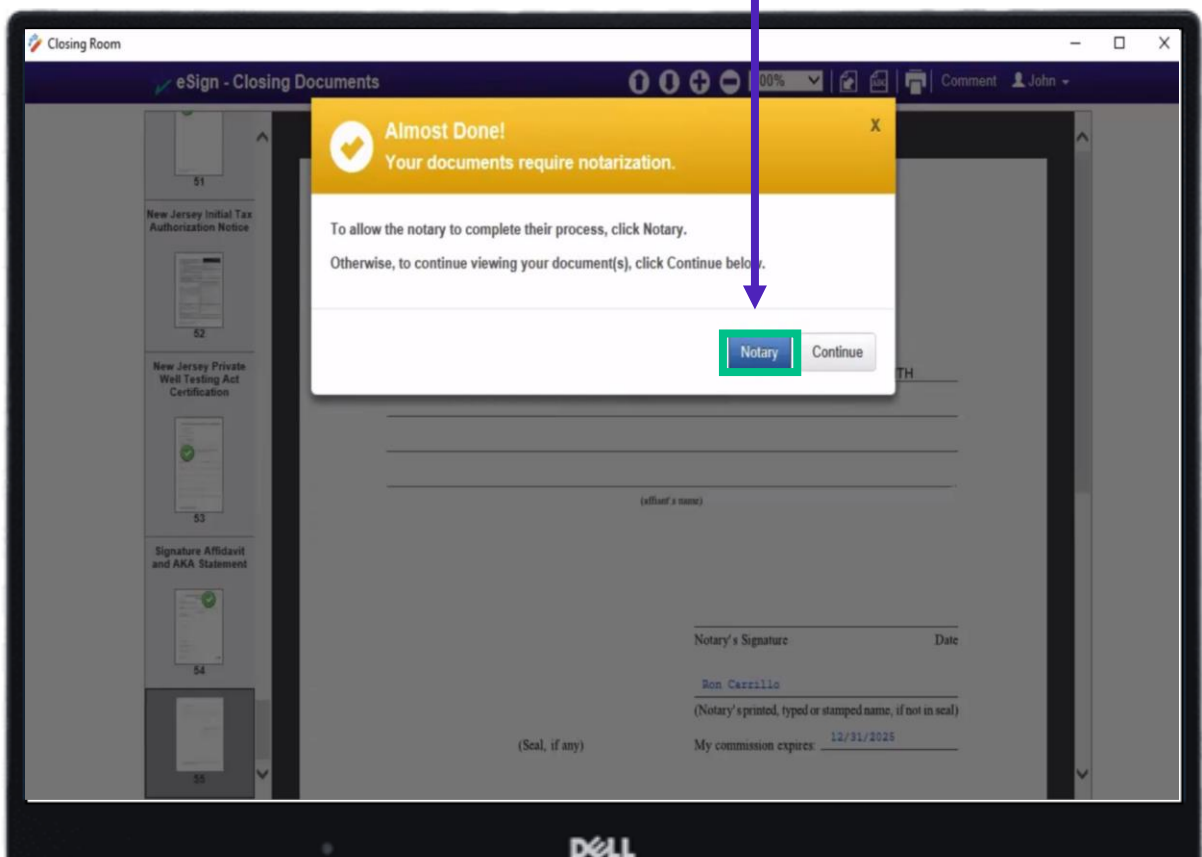
# Click to Sign

They can begin signing by clicking the Start Signing button and applying their signature.



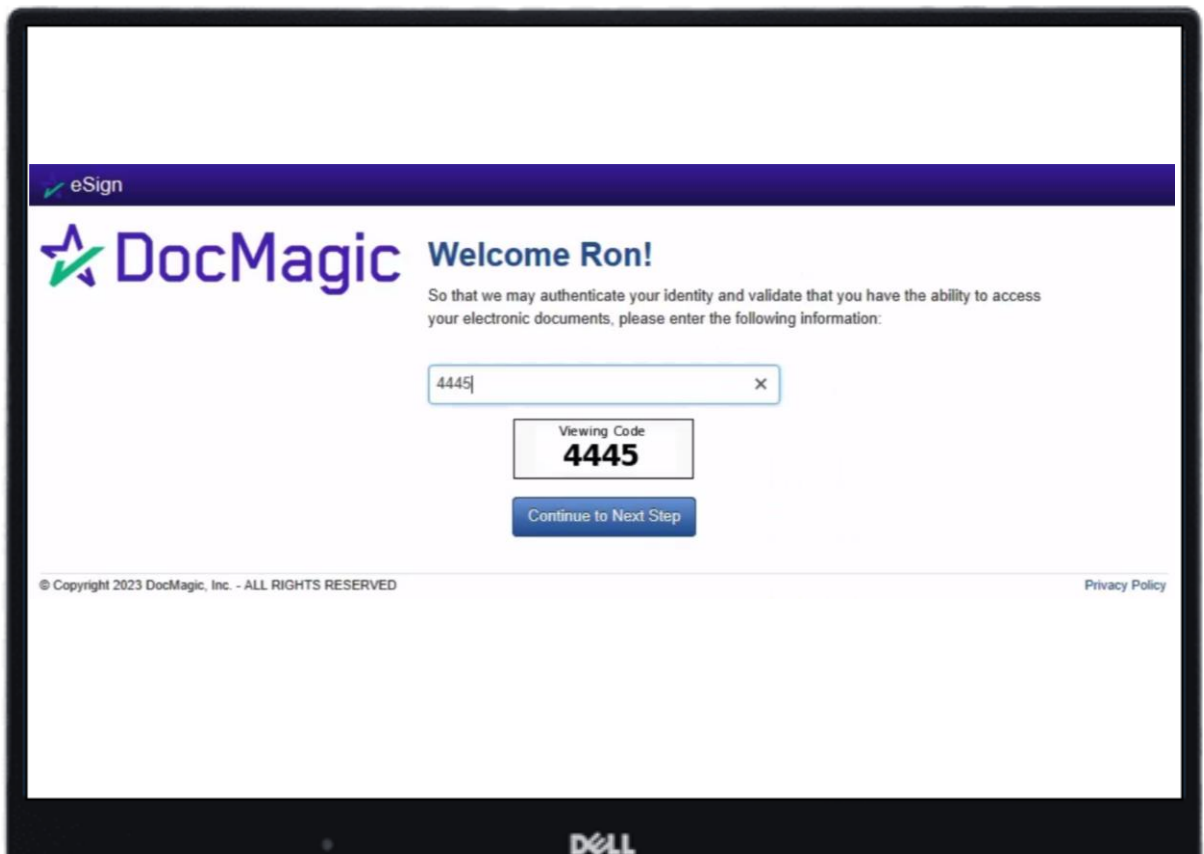
# Begin Notarization

When this banner shows up, take back control of the process and click on Notary to begin your signing process.



# Security Access Code

Type in the Viewing Code and click Continue to Next Step.



The screenshot displays the DocMagic eSign interface. At the top left, there is a purple header with a checkmark icon and the text "eSign". Below this, the DocMagic logo (a stylized star) and the text "DocMagic" are visible. To the right of the logo, it says "Welcome Ron!". Below the welcome message, there is a text prompt: "So that we may authenticate your identity and validate that you have the ability to access your electronic documents, please enter the following information:". A text input field contains the code "4445" and has a small "x" icon to its right. Below the input field is a box labeled "Viewing Code" containing the code "4445". Underneath this box is a blue button labeled "Continue to Next Step". At the bottom left of the page, there is a copyright notice: "© Copyright 2023 DocMagic, Inc. - ALL RIGHTS RESERVED". At the bottom right, there is a link for "Privacy Policy". The Dell logo is visible at the bottom center of the screen.



# Your Turn

Now it's your turn to sign. Click sign the document and fill in the text boxes as instructed.

Closing Documents  
**Compliance Agreement**

(date)

by John Smith

(name of person making and signing statement)

who proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Personally Known

or

Produced Identification

Type and # of ID Drivers License  
(set 4 digits)

ID Expiration Date 4/9/2021

Completed via Remote Online Notarization-2way Audio/Video technology

**ACKNOWLEDGED AND AGREED:**  
[Signature]  
Settlement Agent Date

**DIGITAL SEAL**  
DELOACH CRANDALL  
NOTARY PUBLIC  
STATE OF TEXAS  
COMMISSION EXPIRES 04/09/2021

SUPPLEMENTAL CLOSING INSTRUCTIONS  
S00C-MISC 1027016

DocMagic © 2012  
www.docmagic.com

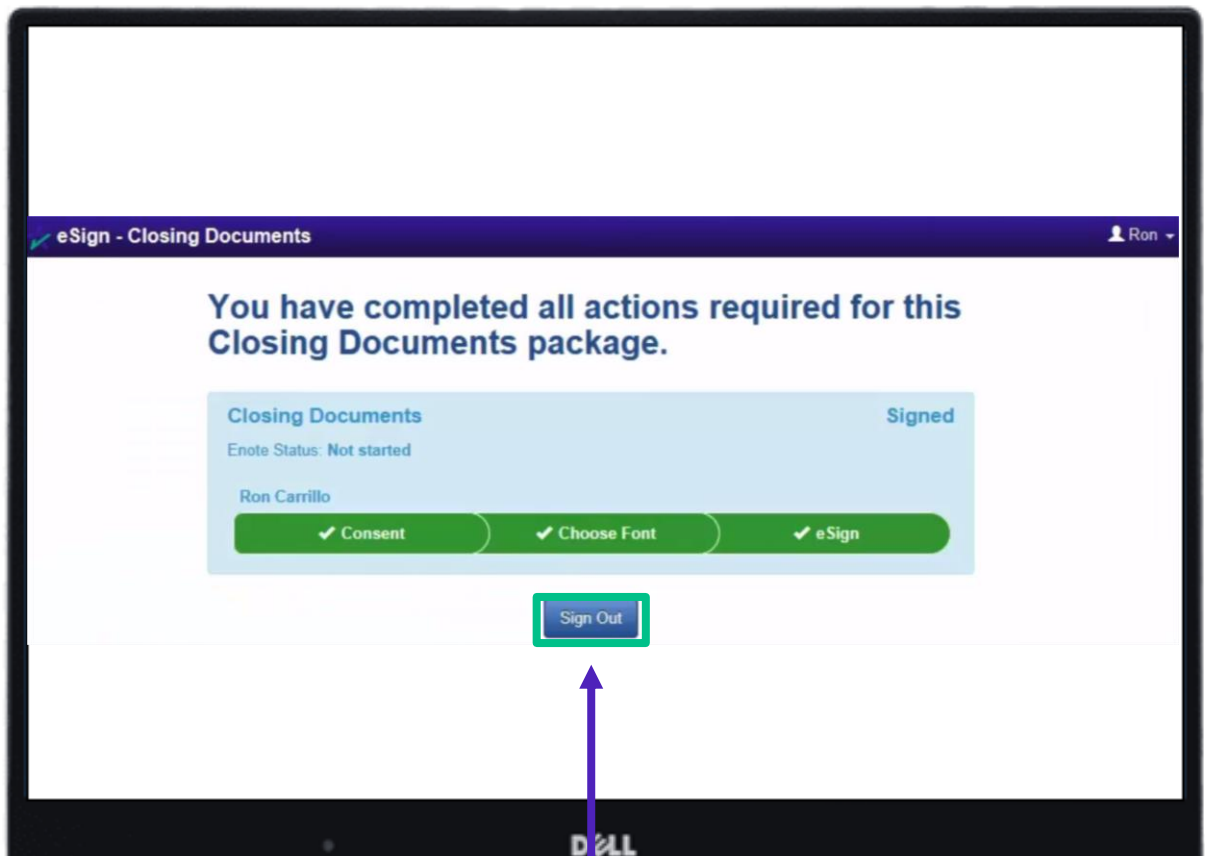
DELL

Your digital seal automatically populates in the appropriate location when you click-sign your signature.



# Your Turn

When you're done, click Finished. You should see this completion message with the green boxes.



Click Sign Out.



# Notary Journal

Your Notary Journal will pop up, showing all the documents that have been completed.

The screenshot displays a software window titled "Closing Room" with the subtitle "Notary Journal Information for SAM SMITH". Below the subtitle is the instruction "Enter the information about the notary service provided and the location performed". A green box highlights the "Document(s) / Fee(s)" section, which contains a table with the following data:

Type of Document	Date	Service	Fee
Florida Mortgage - MCA	11/12/2020	Affidavit	0.00
Florida Compliance Agreement	11/12/2020	Affidavit	0.00
Signature Affidavit and AKA Statement	11/12/2020	Affidavit	0.00

Below the table, the "Location" section shows "County: Sangamon" and "State: IL". The "Comments" section is empty. The "Signer's Signature" section displays a digital signature and "Accept" and "Clear" buttons. A yellow tooltip for the "Comment" field reads: "Enter any comments about this notarization (This will be included in the journal)". At the bottom right, there are "Next >", "Cancel", and "Help" buttons. The Dell logo is visible at the bottom center of the monitor.



# Notary Journal

You may click in this box to add comments if you want.

The screenshot shows a software window titled "Closing Room" with the subtitle "Notary Journal Information for SAM SMITH". Below the subtitle is the instruction "Enter the information about the notary service provided and the location performed".

The main content area features a table with the following data:

Document(s) / Fee(s)	Type of document	Date	Service	Fee
Florida Mortgage - MERS		11/12/2020	Affidavit	
Florida Compliance Agreement		11/12/2020	Affidavit	0.00
Signature Affidavit and AKA Statement		11/12/2020	Affidavit	0.00

Below the table is a "Location" section with "County: Sangamon" and "State: IL".

A large text area labeled "Comments" is highlighted with a green box. A yellow tooltip above it reads: "Enter any comments about this notarization (This will be included in the journal)".

At the bottom, there is a "Signer's Signature" section with a digital signature and "Accept" and "Clear" buttons.

Navigation buttons at the bottom right include "Next >", "Cancel", and "Help".

Callouts from the text boxes above point to the "Comments" area and the "Fee" column of the table.

You can also update any fee information here if you need to.





# Sign and Accept!

Sign, Accept, and Finish.

**Notary Journal Information for SAM SMITH**  
Enter the information about the notary service provided and the location performed

Document(s) / Fee(s)	Type of Document	Date	Service	Fee
Florida Mortgage - MERS		11/12/2020	Affidavit	0.00
Florida Compliance Agreement		11/12/2020	Affidavit	0.00
Signature Affidavit and AKA Statement		11/12/2020	Affidavit	0.00

**Location**  
County: Sangamon State: IL

**Comments**

**Signer's Signature**  
[Handwritten signature]

**Comment**  
Enter any comments about this notarization (This will be included in the journal)

Next > Cancel Help

If you have another borrower, repeat the process (start from slide 26).

