



How to Build and Manage Your Signing Agent Business Through Snapdocs

NNA Conference 2019

What Is Snapdocs?

Snapdocs is a **digital closing platform**.

We're a technology company building software to help mortgage professionals deliver faster, safer, and more transparent loan closings.



Snapdocs **helps you:**

- Connect to 50,000+ loan closings each month.
- Manage your business in one place.



Your Roadmap to Snapdocs & Beyond



New Signing Agents



Getting Started
on Snapdocs



1. Create your free Notary Signing Agent account.



For **Notary Signing Agents**

Free Signing Agent Software

Snapdocs is completely **free** for signing agents! Sign up now to manage your signings and grow your business.

[Get Started](#)

The screenshot shows the Snapdocs dashboard for a Notary Signing Agent. On the left, there's a sidebar with the user's profile (Jenny Smith, 102 signings), a 'new signing' button, and navigation links for 'Dashboard' and 'Companies'. The main area is titled 'My Signings' and contains a table of active signings. A modal window is open for a signing with order # 8352, showing the signer's name (Williams), address (822 E Hunter), and a green checkmark indicating 'Documents Received'.

Order #	Company	Signer	Fee
8352	Acme Signing Service	Smith	\$120
1281	Elite Signings	Marzone	\$108
7942	Corner Document Inc		\$25

Williams
at 822 E Hunter
5/7 at 5:30am
✓ Documents Received

Sign up at snapdocs.com/notaries



2. Opt into text notifications.



3. Fill out your profile.



4. Get Snapdocs Verified and upload any additional credentials.



5. Set up VendorPay direct deposit.





New Signing Agents



Getting Started
on Snapdocs



Receiving
Notifications



FIRST TITLE COMPANY

Hi Felicia,

Are you available for this signing?

When Wed Apr 25 at 5:00 pm

Where San Francisco, CA 94105 [map](#)

Your fee \$125 via VendorPay

Type Purchase

Thank you,

Eva Balster

First Title Company

About First Title Company

First Title Company is based in San Francisco, CA. They have completed over 100 orders on the Snapdocs platform.

[Snooze notifications for...](#)

No, because...

I'm available



FIRST TITLE COMPANY

Thanks for your response!

I responded "Not Available" because...

- ☐ I am not available at that time
- ☐ Location is too far away
- ☐ The pay is too low
- ☐ I no longer do mobile signings
- ☐ I am unfamiliar with First Title Company
- ☐ I do not want to work with First Title Company

But, what's going on if you aren't receiving
signing offers?



Timing

Notifications get sent out one at a time.



Rankings

Your ranking affects when and if you're notified.

Company Preferences

Companies set their own criteria when hiring Signing Agents.



Signing Agents

Notification

Response

Outcome



Allen



Available

Assigned



Beth



Carl



Dina



Signing Agents

Notification

Response

Outcome



Dina



Unavailable



Allen



Available

Assigned



Beth



Available

**Has already
been assigned**



Carl





New Signing Agents



Getting Started
on Snapdocs



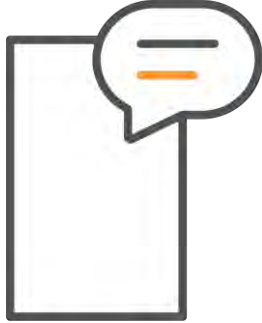
Receiving
Notifications



Job Assignment



If you've been selected by the hiring company, you'll receive a confirmation.





New Signing Agents



Getting Started
on Snapdocs



Receiving
Notifications



Job Assignment



Signing Prep



Signing Appointment



Post-Signing



Managing it All

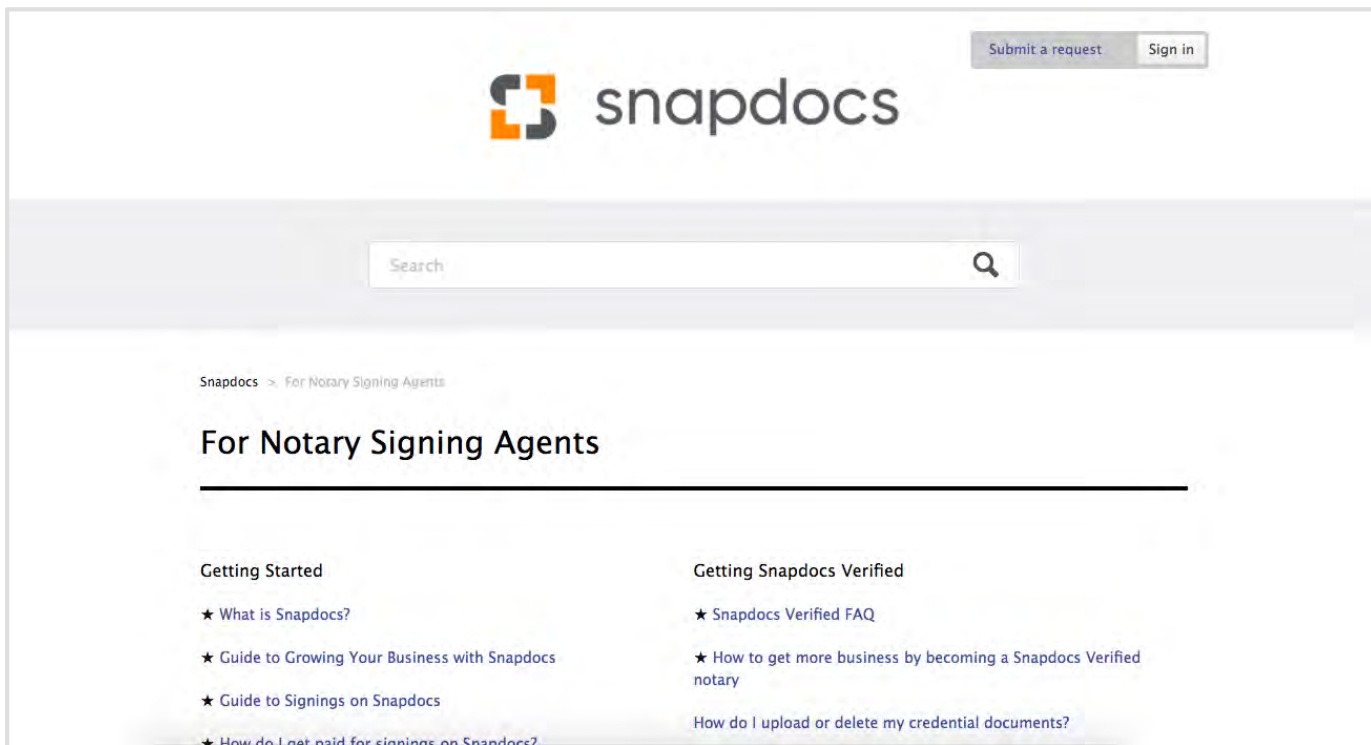


Beyond Today



If you have questions or run into problems,
what should you do?





Visit the Help Center at bit.ly/notaryhelpcenter



The Help Center is
one click away

snapdocs
Staging

Felicia Chen
68 ORDERS

Signing Notifications

UNVERIFIED. Resolve →

Add a signing

Dashboard

Companies

Accounting

My Profile

Credentials

Retake the Quiz

Help Center

Ranking: **MEDIUM** fix

Receive more signings!

You are TWICE as likely to be assigned a signing order if you have text messages enabled on your profile.

Turn On Text Notifications No thanks

Your last 7 days: 1 Signings completed add \$90 Billable revenue 10 Miles traveled

Dashboard

Last Name Search

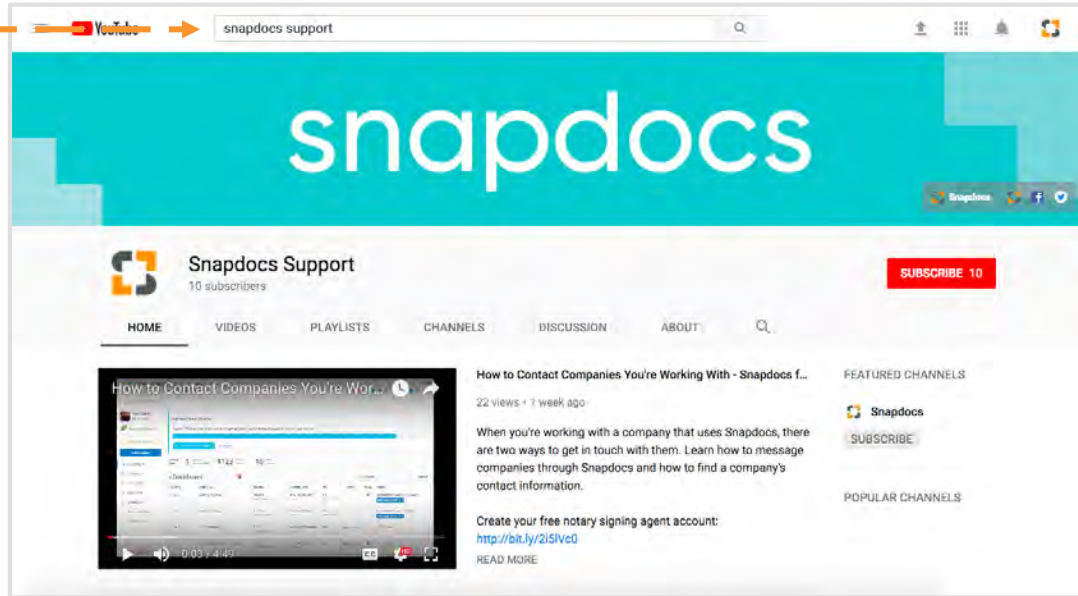
Order #	Your Client	Signers	Appointment	Fee	Paid?	Docs	Status
11901	Demo Company	Peter San Francisco, CA	12/22 at 8:00 pm 1 day	\$90 VendorPay			
11753	Demo Company	Singer San Francisco, CA	12/23 at 4:00 pm 2 days	\$90 VendorPay			
11853	Demo Company	Brott San Francisco, CA	12/18 at 9:30 am Passed	\$90	Mark as Paid		Completed
Best Signing Service		Barkley San Francisco, CA	12/9 at 3:00 pm Passed	\$100	Mark as Paid		Completed

? Help

Or search the Help
Center from
within your
account



Search for “Snapdocs support” to find our videos on YouTube



Check out our video tutorials at bit.ly/notaryhelpvideos



support@snapdocs.com

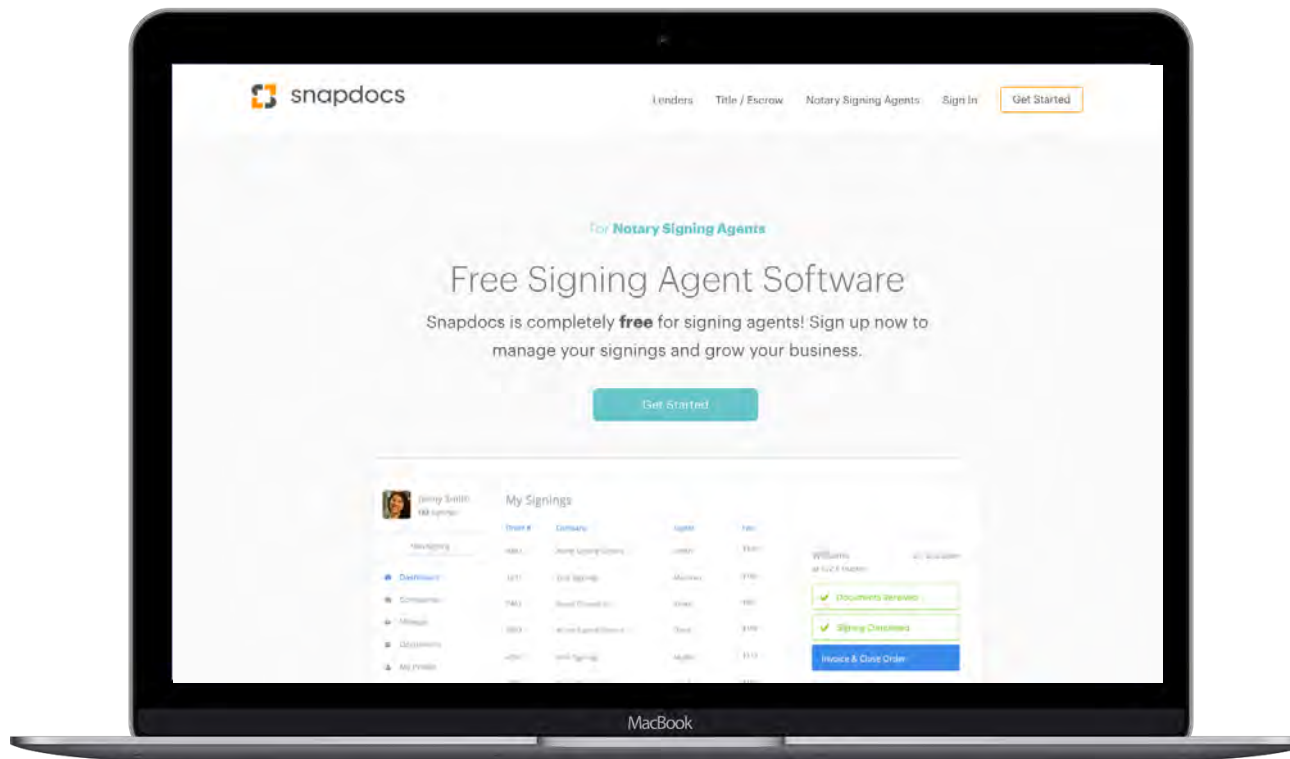


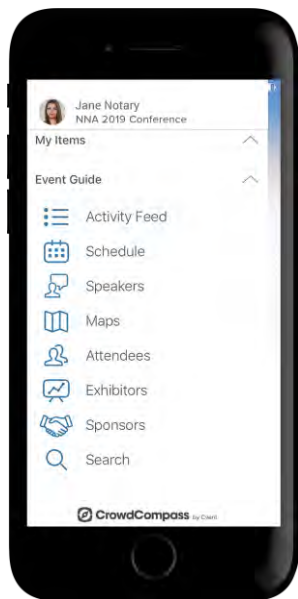
Questions?

Felicia Chen
Community Manager

Contact Us:
support@snapdocs.com

Sign Up:
snapdocs.com/notaries





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