



MANUAL

SEARCHING DOCUMENTS

STEP-BY-STEP GUIDE



1

Visit the Website

Open your web browser and navigate to



2

Access the Verification Portal

On the homepage, locate the section titled **Clients & Third Party**.

Click on the **Clients & Third Party** button.

This will redirect you to the verification portal.

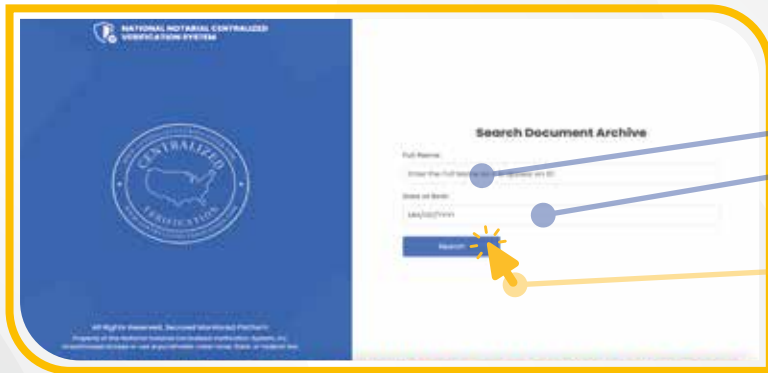
3

Verify Notarization

Verify notarizations.

Search the document vault for notarized documents.

Click on **Search the document Vault** button.



1

Enter Required Information

Enter the full name as it appears on the ID.

Enter the date of birth in the format MM/DD/YYYY.

2

Search

Click the search button to retrieve records from the national vault.

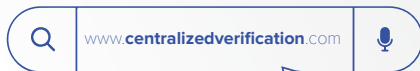


Tips

Ensure the name matches the ID exactly.

Double-check the date of birth before submitting.

**This guide should help you navigate
the customer verification process on the**





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