



UPCOMING WORKSHOP

**Want to know where to
start? What to do?**

Mobile Notary/Notary Signing Agent - Workshop

Saturday, March 24, 2012

Location: BHSI, 400 Riverside Street, #A4, Portland, ME 04103

Time: 12:00PM - 4:00PM

Pre-Registration Cost: \$30/Member -- \$35/Non-Member

Cut off date is Friday, March 16th: after this date and at the door the cost will be \$40.00

Seating is Limited so be sure to pre-register to ensure a seat and copies of materials.

○ *To pre-register for this class, please contact Member Services (see below).*

You want to know the basics... lets take it one step at a time!

This workshop is designed with you in mind. You will walk away from here with good information, sample forms and documents as well as confidence that you can perform these assignments with ease. You will receive a handout of the presentation and have the opportunity to get your questions answered.

We will go in-depth in the areas of:

- What a Mobile Notary is and What we do;
- The Notary Signing Agent & Getting your name listed with signing services;
- Negotiating Fees (Questions to ask before you accept) & Getting Assignments;
- Recommended Items & Things to do to get started;
- Things you will need to enroll with signing services;
- How it works;
- Recordkeeping;
- Follow-up;
- GLBA Compliance;
- Notary Bond vs. Errors & Omission Insurance;
 - *...and more!*

Informed Notaries of Maine, PO Box 16006, Lewiston, ME 04243-9583

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To email a question regarding a workshop registration, please send an email to:
memberservices@informednotariesofmaine.org