

**In order to participate in notarised remote authentication, the customer should have a computer with a web camera and microphone, ID card (with a card reader), mobile-ID or smart-ID. Google Chrome should be used as the web browser and the speed of internet has to be sufficient for video calls.**



1. Log in the self-service portal at [www.notar.ee](http://www.notar.ee) by clicking the button: “ENTER SELF-SERVICE”.

**E-notary self-service**

- ✓ Choosing a notary and booking an appointment
- ✓ Participating in remote authentication
- ✓ Initiating a transaction and inheritance proceedings
- ✓ Information about all your notarial transactions

**ENTER SELF-SERVICE** ↗

Which web browser should I use?

2. **After log-in the customer should choose “My transactions” on the self-service homepage and wait for the following dialogue box to appear: “It is nearly the time for starting the digitally authenticated transaction ....”. The message is displayed about 24 hours before the scheduled time of starting the transaction.**

Click the button: “I confirm that I am ready for digital authentication”. Next, identification by using the technical solution Veriff is carried out (please see point 3 about identification). The customer has to use the web camera to take a photo of themselves and their ID card. Identification takes about 2-5 minutes; thus, it is advisable to start the process at least five minutes before the scheduled time of the transaction.

**My transactions**

- Create new transaction
- Invoices
- Notices
- Correspondence
- Notarial documents
- Succession register services

**Remote transactions** | Appointment requests | Transactions in progress

**The time of conducting a transaction "Tehing 12185" via remote authentication is approaching**

Time of transaction: 06.05.2024 10:30  
Place of transaction: Tallinnas, Lubja 4  
[Detailed view of transaction](#) ↗

**Important information for the client:** The notary may record the remote authentication process and maintain the recording. During the remote authentication process, you will see the draft transaction presented by the notary through a video bridge. In order to create a stable internet connection a transaction with remote authentication, please test your devices at the following link **Remote authentication test** ↗

**I confirm that I am ready for remote authentication**

It is advisable to test the readiness of the customer’s computer, camera, microphone, and internet connection for performing remote authentication. Use the **“Remote authentication readiness test”** found in the self-service portal to do this.

**Previous login time:** 02.05.2024 09:30

Notifications: **0 new**  
Correspondence: **0 new**

**Remote authentication test**

Transactions using remote authentication:

- The document must be signed with an ID-card, Mobile-ID or Smart-ID
- For more information about remote authentication and Veriff verification you can find at the following link [Remote authentication](#) ↗

### 3. **Technical identification by using Veriff**

To continue, please follow the Veriff guidelines:

- Choose the document to be used for identification by Veriff
- Take a photo of yourself by using the web camera
- Take a photo of the document you chose for identification by using the web camera
- If you are using your ID card, remove it from the card reader
- Take a photo of the front side of the ID card by using the web camera
- Take a photo of the back side of the ID card by using the web camera

In case identification failed (e.g. the photo is blurred, taken from too long a distance, is overexposed etc), the system asks the steps to be repeated. The system lets the customer know if the identification was successful and forwards the data to the notary.

4. In the final phase of remote authentication, the customer shall digitally sign the document.

## Tehing 12185

**Documents sent for signing**

● notar --- 060524 104107.asice

[Sign using ID card](#) [Sign using Mobile ID](#) [Sign using Smart ID](#)

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In case of technical problems, please first check the following link for help:

<https://www.notar.ee/et/teabekeskus/kaugtoestus#KKK>