

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
- ✓ Initiating a transaction and inheritance proceedings
- ✓ Participating in remote authentication
- ✓ 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 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 document. 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
- Notarial power of attorney
- Succession register services

**Give us feedback**

**Remote transactions** Appointment requests Transactions in progress

**The time of conducting a transaction "Tehing 12467" via remote authentication is approaching**

Time of transaction: 15.01.2025 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 test” found in the self-service portal to do this.

**Previous login time:** 14.01.2025 20:06

**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 facial verification you can find at the following link [Remote authentication](#)
- When conducting a transaction via remote authentication, an additional notary fee of 24 euros and 40 cents (including VAT) will apply.

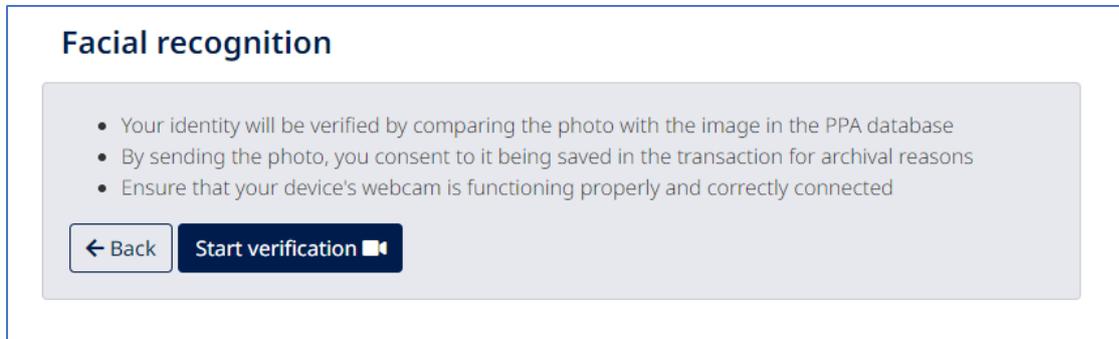
**Notifications:** [0 new](#)

**Correspondence:** [0 new](#)

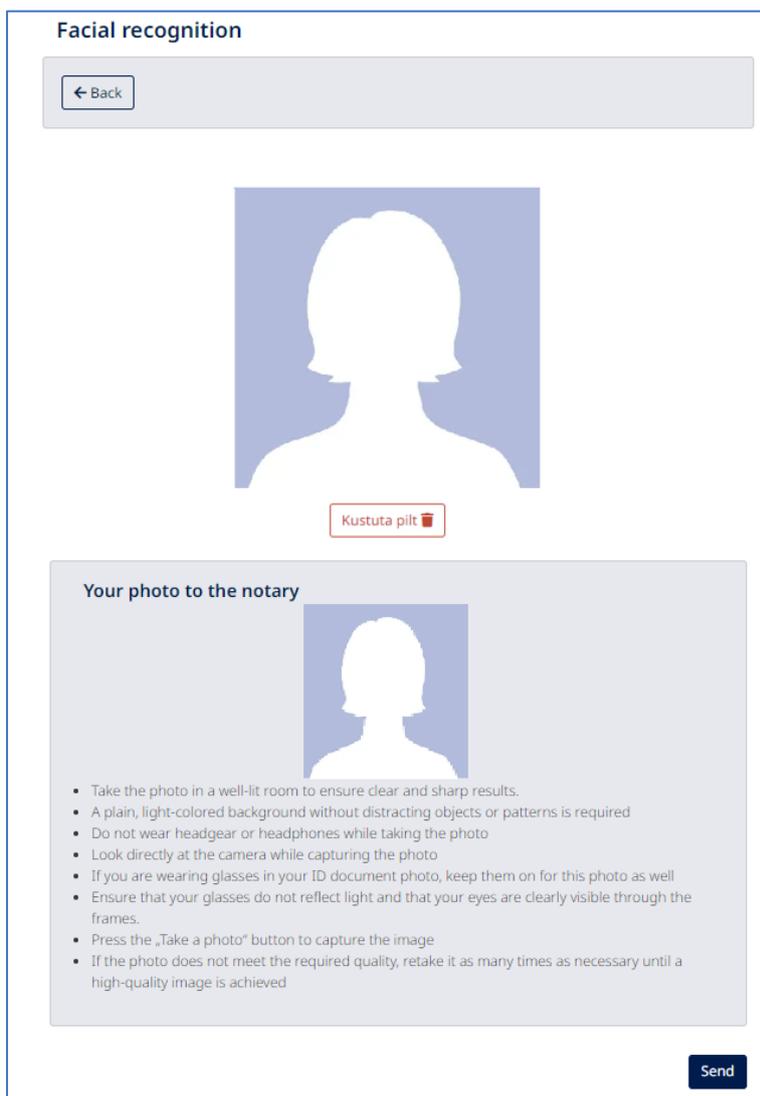
**Remote authentication test**

### 3. Facial recognition

In the self-service portal, the user can start taking a photo by clicking "I confirm that I am ready for remote authentication" in the transaction window. The person required to undergo facial recognition is then directed to the next view:



When starting facial recognition, the participant must take a photo of themselves (this can be repeated as many times as needed until a suitable result is achieved).



Once a suitable photo has been taken, the user must click the "Send" button and can then proceed to remote notarization.

If a participant is required to take a photo of the document, they can do so in the separate section "Front Side of the Document."

**Your photo** ✓ **Front side of the document**

**Front side of the document**

- Suitable document: ID card, passport or driver's license
- Place the front side of the document (the side with the photo) in front of the camera so that the entire document is visible
- Make sure that the Document text is readable
- Press the „Take a photo“ button to capture the image
- If the photo is not suitable, retake it until you achieve a high-quality image

Once all the necessary pictures have been taken, the user will see a "Send" button.

**Send**

**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/en/teabekeskus/kaugtoestus>

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