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 by clicking the button: "ENTER SELF-SERVICE".

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.

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.

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:
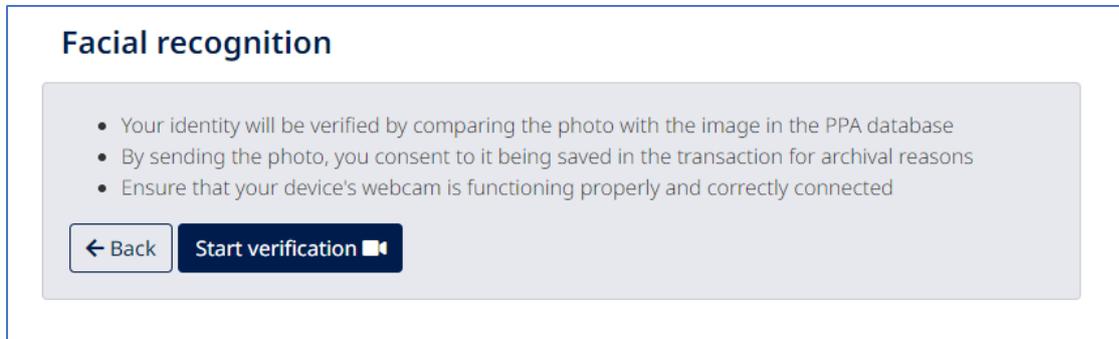
When starting facial recognition, the participant must take a photo of themselves (this can be repeated as many times as needed until a suitable result is achieved).
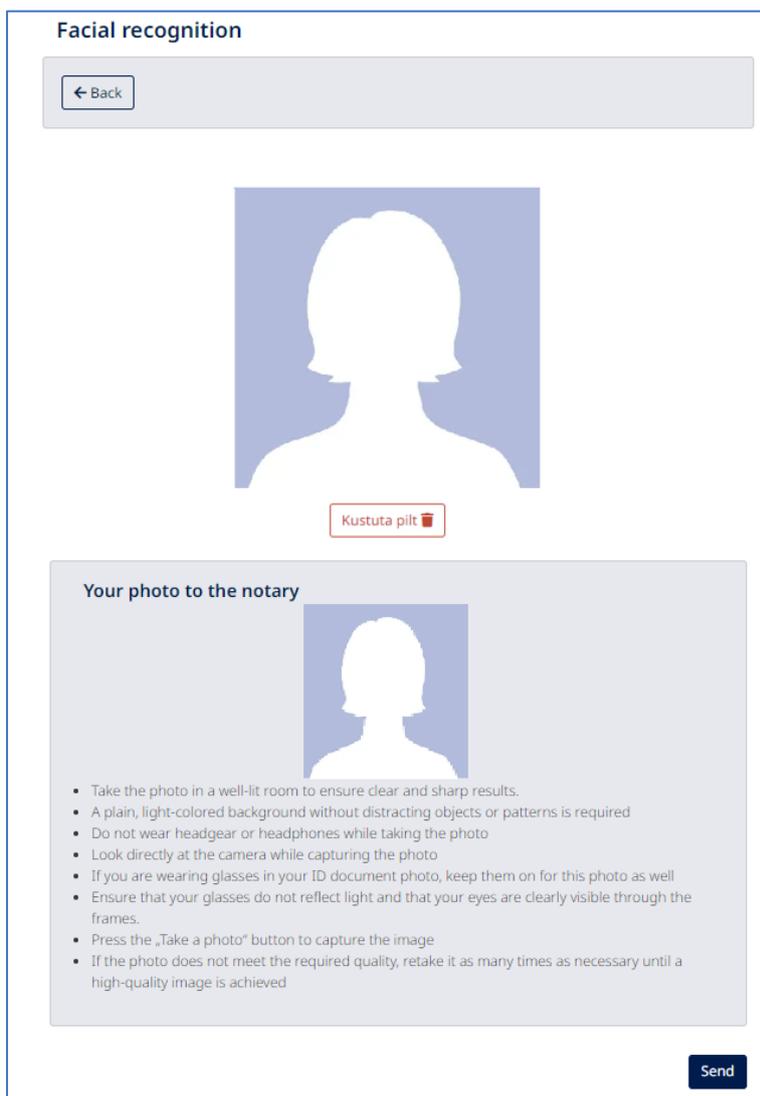
Once a suitable photo has been taken, the user must click the "Send" button and can then proceed to remote notarization.

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.**

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Documents sent for signing

● notar --- 060524 104107.asice   Sign using ID card   Sign using Mobile ID   Sign using Smart ID

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

https://www.notar.ee/en/teabekeskus/kaugtoestus