

In order to use notarial remote authentication, the customer needs a computer equipped with a web camera and microphone, the ID card (and card reader) or mobile ID (sadly, Smart ID does not work). The Google Chrome browser should be chosen and internet speed must be sufficient for making video calls.

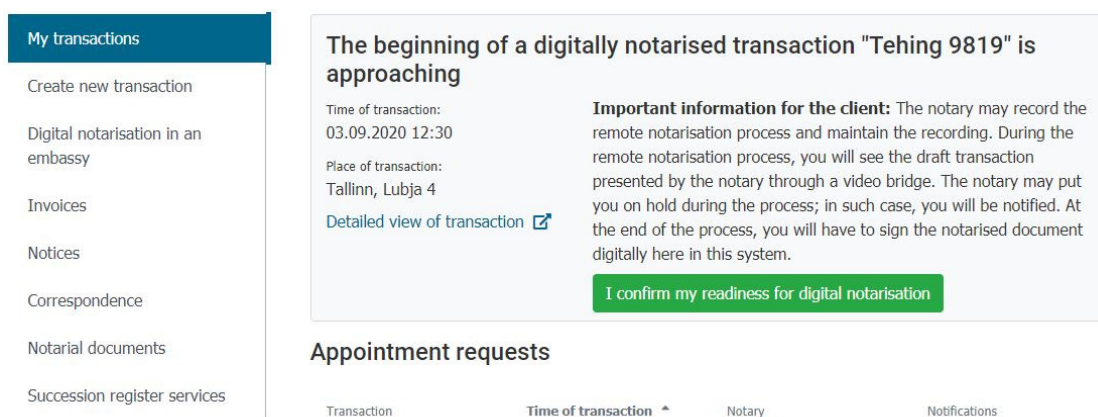


1. Go to www.notar.ee and log in to the self-service portal



2. After logging in, enter the „My Transactions” folder on the homepage and wait for the dialogue box with the message „The time of conducting a transaction via remote authentication is approaching” to appear.

This occurs about 24 hours before the scheduled beginning of the transaction. Then click on the option “I confirm that I am ready for remote authentication”. The next step is technical identification, using Veriff (see step 3 for more detail). You have to take a photo of yourself and your ID card with a web camera. Identification will take about 2-5 minutes, therefore you should start the process at least 5 minutes before the scheduled beginning of the transaction.



3. Technical identification with Veriff

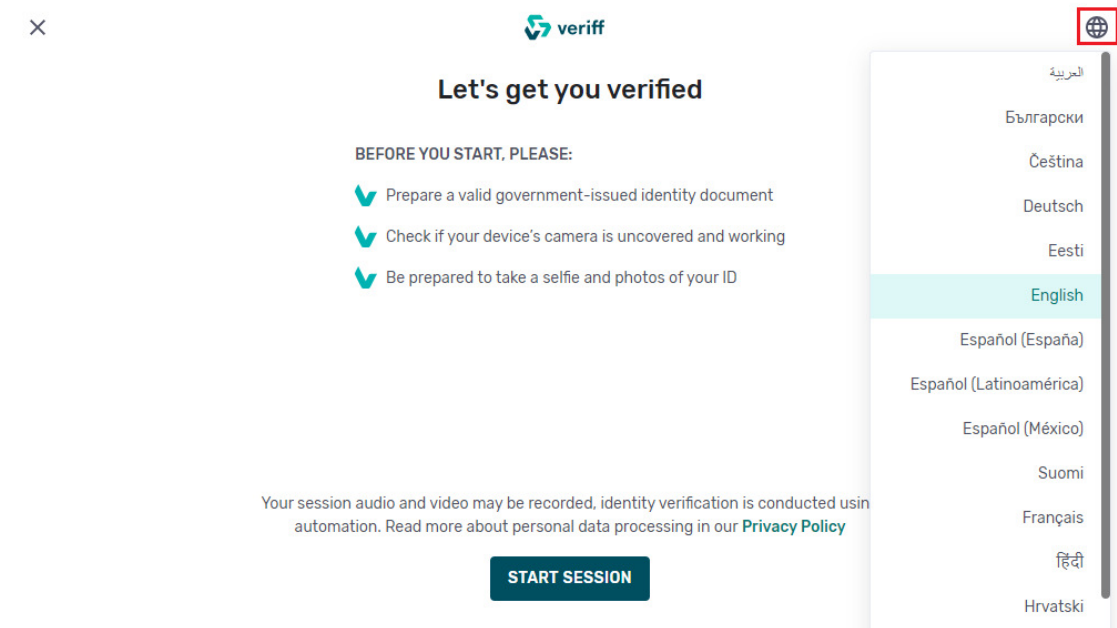
Veriff opens in the language used by the browser, e.g. if Chrome is in English, the Veriff page is in English as well. To change the language, click on the image of the globe in the upper right-hand corner and choose Estonia.

To continue, follow the instructions by Veriff:

- Choose the document to be used for identification purposes in Veriff;
- Use the web camera to take a photo of yourself;

- Use the web camera to take a photo of the document chosen for identification;
- If you chose the ID card, you can remove it from the card reader;
- Use the web camera to take a photo of the front of the ID card;
- Use the web camera to take a photo of the back of the ID card.

Should the identification fail (e.g. the photo is not clear, is taken from too long a distance, is overexposed etc), the system prompts a repetition of the process. Upon successful identification the customer is informed thereof and the data is forwarded to the notary.



4. If identification with Veriff is successful and the notary has also opened the transaction in their computer for remote authentication, a video bridge is created between the customer and the notary. The document to be authenticated is displayed on the screen and can be examined by the parties.

5. Finally, you can sign the document digitally.

