

PA Signing Agents Registration Form

PA Signing Agents is the premier signing network for PA Signing Agents. We provide and train professional Signing Agents in PA. We demand a level of excellence and education from our Signing Agents that is requested by settlement services throughout this Commonwealth. Our clients have asked us for the best of the best and we will supply only the best.

Professionalism with Integrity and Reliability!

Requirements: Any applicant for this network must meet certain requirements to maintain our level of excellence we provide to our clients. All applicants must be a commissioned Notary Public in PA and certified as an ASA.

An ASA is a Notary Public who as has taken our certification course developed by our clients. We require ALL of our Signing Agents take our ASA course. You may take this course online or in a live seminar. Both courses can be found at www.panotaryacademy.com.

If you are already certified through us please list your student id# on your information form. You may apply for the network without certification; however you will not be assigned any work until you have completed the course.

Name policies: Please choose whether you want this listing under your business name or personal name. Choose carefully, it will match your email account and all checks will be made out to that entity. We suggest choosing three different versions of the existing name so we can check for availability.

Please provide ALL the information asked for in this package so we can setup your listing information and your access. You are responsible for providing and maintaining proper contact information. We are not responsible for misinformation or wrong information provided by you. So please be concise in your information.

Coverage area: For your coverage area, you are listed by county. You may be listed in as many counties you want. We find that county listing promotes more flexibility with our clients. If at the time of scheduling you prefer not to service a certain area of a county or city, please do not be afraid to tell us. We will work with you.

Email policies: Upon acceptance into the network you will receive one email address i.e. your name @panotarysigningagents.com. This will be your sign in name for our website and your email name so chose carefully. Again we suggest a few options to check for name availability.

This email is only available in the name you are registered under. This email is compatible with Outlook, Thunderbird, Opera, Outlook Express, AOL Windows Mail, or any other mail software you use. We will provide the settings information at the time of setup. You must access through an email program. We do have email forwarding available, if you would like to forward it to another account such as Google or Yahoo notify us at setup.

Signing policies: Once your information is entered into our database, you will be assigned signings by area. You will be contacted by email **and** phone at the time of scheduling. This will remain on hold for you for 3 hours*. If we do not receive a response from you within those 3 hours, we will reschedule with another signing agent.

We will inform you of all aspects of the closing, including time frame, location, doc delivery etc. Upon acceptance, we will send a confirmation email to verify email is correctly reaching all parties. This email **MUST BE** responded to for actual acceptance and confirmation. This process ensures respect between us and being proactive against communications issues.

Documents will be emailed, overnighted or made available for pick up as soon as possible. Our policy is we must have the documents at least 4 hours before closings. However in reality this may not happen. So, please remember to schedule for mishaps and delays.

We have been in this business over fifteen years, and we know your schedule is extremely dynamic. As is ours and our clients. This is the nature of the beast. We prefer you turn down a signing instead of requiring a strict timeline to your schedule. We will respect your schedule at all cost, but remember we are trying to please our clients at the same time. This will require us working together, not against each other. You will not be “punished” or remove from our listings for not taking a signing.

We also know that you want as much work as you can get. We need to work together for all of us to receive work. Without professionalism and open communication the system does not work.

Fees: ALL signings fees will be agreed upon per closing. All signings are paid on a bi-weekly basis. There will be **NO** extra paid for travel, printing etc. Please set your travel area accordingly. Again for respect to **ALL** we need to maintain this cost to compete. If you do not accept this payment plan please do not apply for our network.

*This does not apply to “emergency closings”. That is defined as a closing that must be performed on the same day or within a 24 hour time frame.

Listing Information

Name requested _____

Name requested _____

Name requested _____

Email name requested _____@panotarysigningagents.com

Email name requested _____@panotarysigningagents.com

Email name requested _____@panotarysigningagents.com

Coverage area

Please list all counties covered for our fee of \$75.00 per signing.

General information!

Please list any additional information, like how many closing you can handle in a day?
How many have you done? Additional training, information on you, hours you will work.
Different languages you speak etc.
