



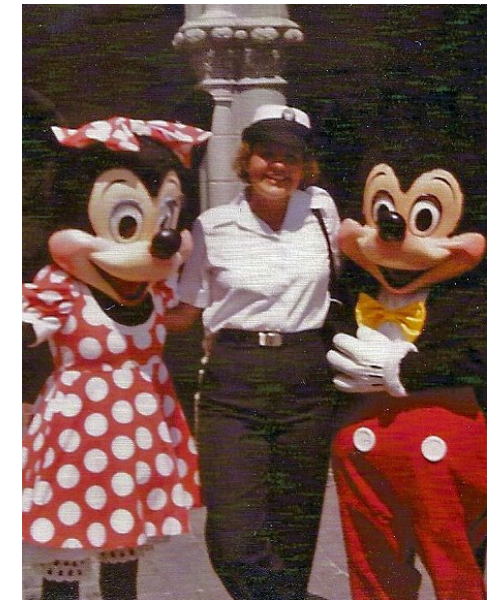
Do More Business on the Go Putting Technology to Work for You

Julie Brickley, Owner, Signed-N-Sealed, LLC

Introduction & Background

Julie Brickley

- Notary Public (2011)
NSA (2012)
- Owner, Signed-N-Sealed
- Fifth NNA Conference
- U.S. Navy Veteran
- Married for 27 years
Two Children

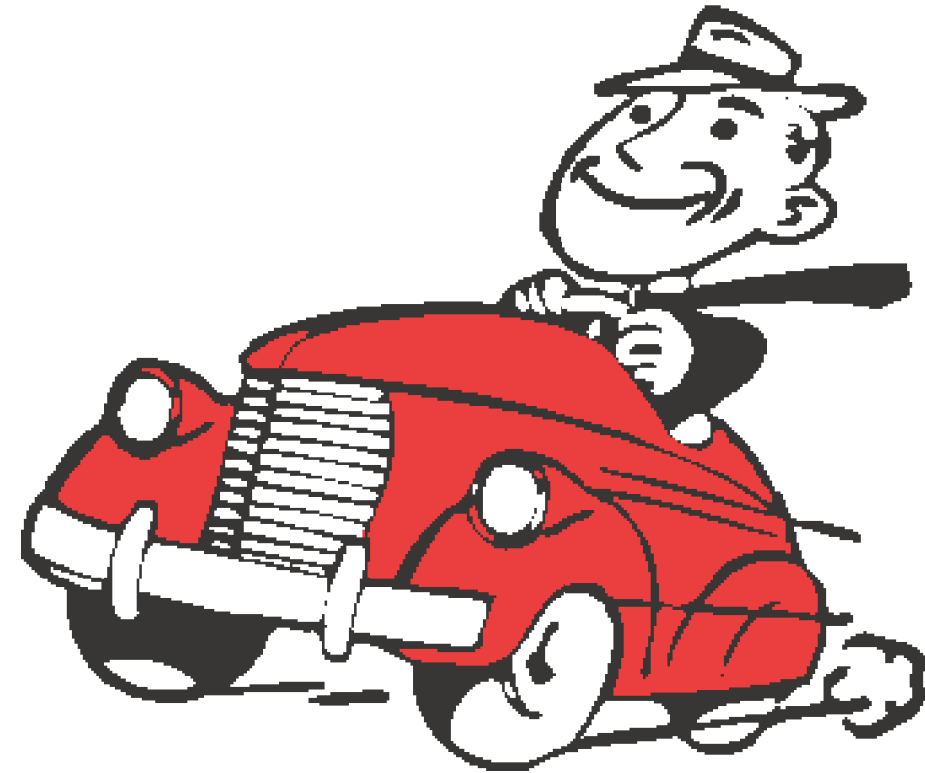


Gadget Junkie and Techno-Nerd



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Congratulations! You're A Mobile Notary



BENEFITS

- **Self Employed**
 - Set your own schedule
 - Determine your your own fees
- **Easy Start Up**
 - Become a Notary
 - Own a Car
 - Buy a Printer
- **Supply & Demand**
 - Plenty of demand
 - Small supply of providers

CHALLENGES

- **No access to computer**
 - You're MOBILE. Always in the car, never in the office
- **No Access to Scan / Fax**
 - You're MOBILE. Always in the car, never in the office
- **No time to build your business**
 - You're MOBILE. Always in the car, never in the office

Overview & Objectives



Introduce tools, tricks, and tips that help you become the go-to notary, while you're on-the-go.

- Setting up a Mobile Office
- Be smart with your smartphone
- Develop a more efficient work flow
- Automate your business systems

Your Mobile Office

- **Organized Workspace**
- **Laptop / Tablet**
- **Mobile WiFi**
- **Portable Scanner**
- **Printer(s)**
 - Laser printer, InkJet
- **Shredder**
- **Inverters**
 - Coffee Pot/Microwave optional 😊



Mobile Office: **WORKSPACE**

- **Work Surface**
- **Files**
 - Forms, labels, notary certificates
- **Supplies**
 - Staples, UPS/FedEx envelope, Pens, Tape
- **Laptop/Tablet**
 - w/chargers



*AutoExec GripMaster CarDesk
w/400 Watt-Inverter (\$150-\$250)*

Mobile Office: LAPTOP/TABLET

- **Laptop/Netbook**
 - Real computer. Just smaller
- **Tablet**
 - iPad or Android
 - Limited capability
 - Cell phone on steroids
- **2-in-1 Laptops**
 - Best of both worlds
 - Detachable Touchscreen
 - Come in 10” and Larger



Mobile Office: Wi-Fi

- **Smartphone**

- Use the HotSpot to connect
- Limitations: Disconnect if phone rings or in use
- No extra cost



- **Tablet/iPad w/dedicated data plan**

- Work on it while you talk on phone
- Use HotSpot to connect other devices



- **Mobile WiFi Unit**

- Small, portable, connect up to 10 devices
- Cost effective (\$75) small fee on data service



Mobile Office: SCANNERS

• Smartphone Apps

- Interface with email/apps
Scan multiple pages
Inexpensive & Available
- Slow, less quality
Not good for many docs

• Portable Scanner

- Very portable
Scan multiple pages quickly
Scan to cloud/phone
- Cost more, extra piece of equipment



CamScanner -Phone PDF Creator

INTSIG Information Co.,Ltd Productivity

E Everyone

Contains ads · Offers in-app purchases

i This app is compatible with all of your devices.



Canon P-215II
Document Scanner

Mobile Office: PRINTERS

- **Many Options**

- InkJet or Laser
- Small Size: 10"H x 14"W x 15.1"D
- Multi-Purpose Tray 50pg
- Built-in ADF Scan to cloud/phone
- Wireless printing from phone

- **Things to Consider**

- Purpose
- Power Usage (100-800 watts)
- Price Range (\$100 - \$400)
- Speed (20 – 40 ppm)



IMPORTANT!!!
Learn to Read a SpecSheet

Mobile Office: INVERTERS

Converts 12v DC power to 110v AC power.

Needed to run any electric equipment in your vehicle.

Things to Consider

- What do you want it to power?
- How often will you use it?
- How much do you want to spend?
- Will there be a return on your investment?



Sizes and Types

- Sizes Range: 300 – 4000 watts
- Price Range: \$30 - \$400
- Installation: Plug-In/Installed

Mobile Office : **INVERTERS**



PLUG-IN INVERTER

- 400 Volts or Less : Plug in to cigarette lighter
- Small items: Laptop, Inkjet Printer
- Prices Range: \$30 - \$75



INSTALLED INVERTER

- 1000+ Volts : Professional Install
- Things that need Heat: Laser Printer, Shredder, Coffee Pot
- Price Range: \$150 - \$400



MARINE CELL BATTERY

- Spare battery runs equipment w/o draining your main battery
- Price : \$60 - \$150

SMART DEVICES

- **Phones**
 - Lifeline of your business
- **Tablets**
 - Android & iPads
- **Don't have one? Get one**
 - #1 Challenge... You're Mobile. You must have access to your "office".
 - Better – Get Two : One to talk on, one to work on



- Your Smart Device is only as Smart as the user

Problem
Exists
Between
Keyboard
And
Chair

Smart Devices: **MUST HAVE APPS**

- **Email**

- Use major cloud-based email provider
Outlook, Google, Yahoo

- **Calendar**

- Use one that syncs across devices
Prefer connected to your email server
Don't use your "Phone Calendar"

- **Maps, Weather, Road Conditions**

- Know HOW to get there and IF you can

- **Printer Interface**

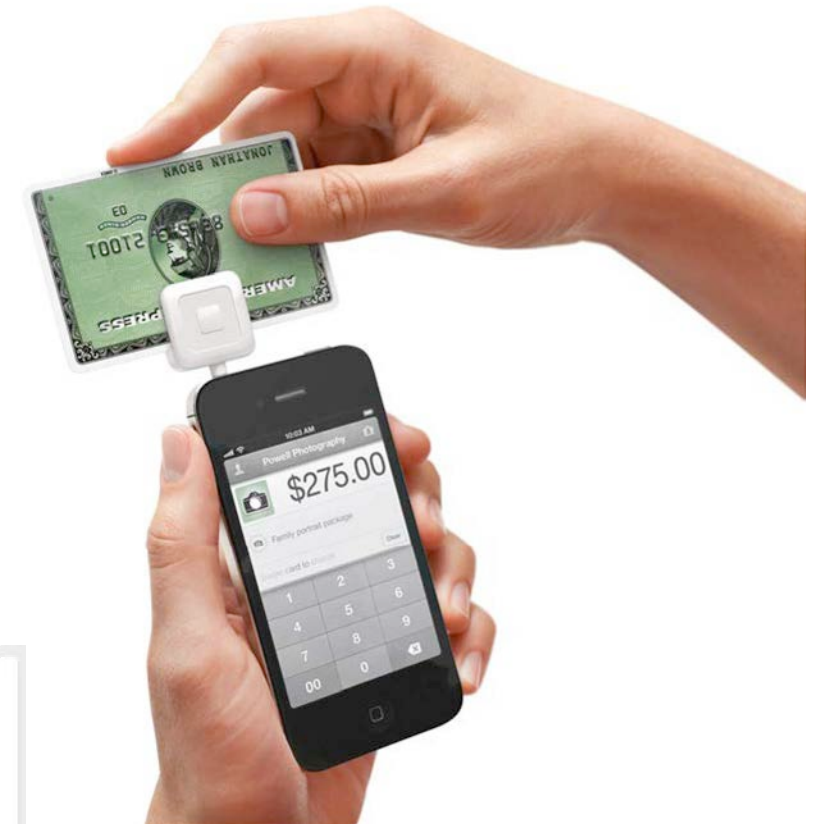
- Use to print from your phone (Google print, AirPrint, PrinterShare)



Smart Devices: **MUST HAVE APPS**

- **Credit Card Processing**

- Mandatory for General Notary Work (GNW)
Square, Stripe, PayPal



- **Mileage Tracker**

- AutoTrack when phone is moving.
TripLog, MileIQ



- **Password Keeper**

- LastPass

Smart Devices: NICE-TO-HAVE APPS

- **UPS & FedEx**

- Find the closest location
- Scan barcode and track it

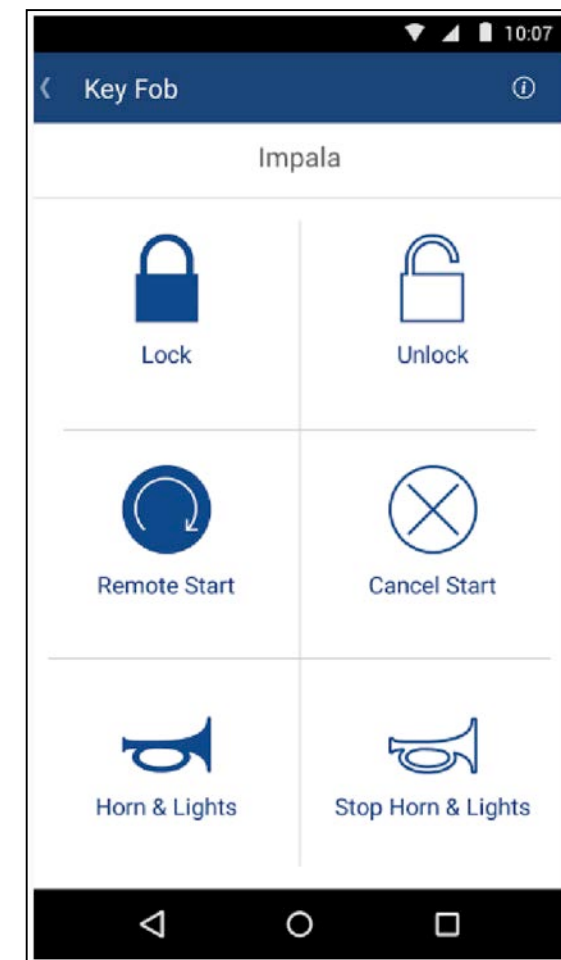
- **Invoice & Accounting**

- QuickBooks, FreshBooks

- **Electronic Notary Journal**

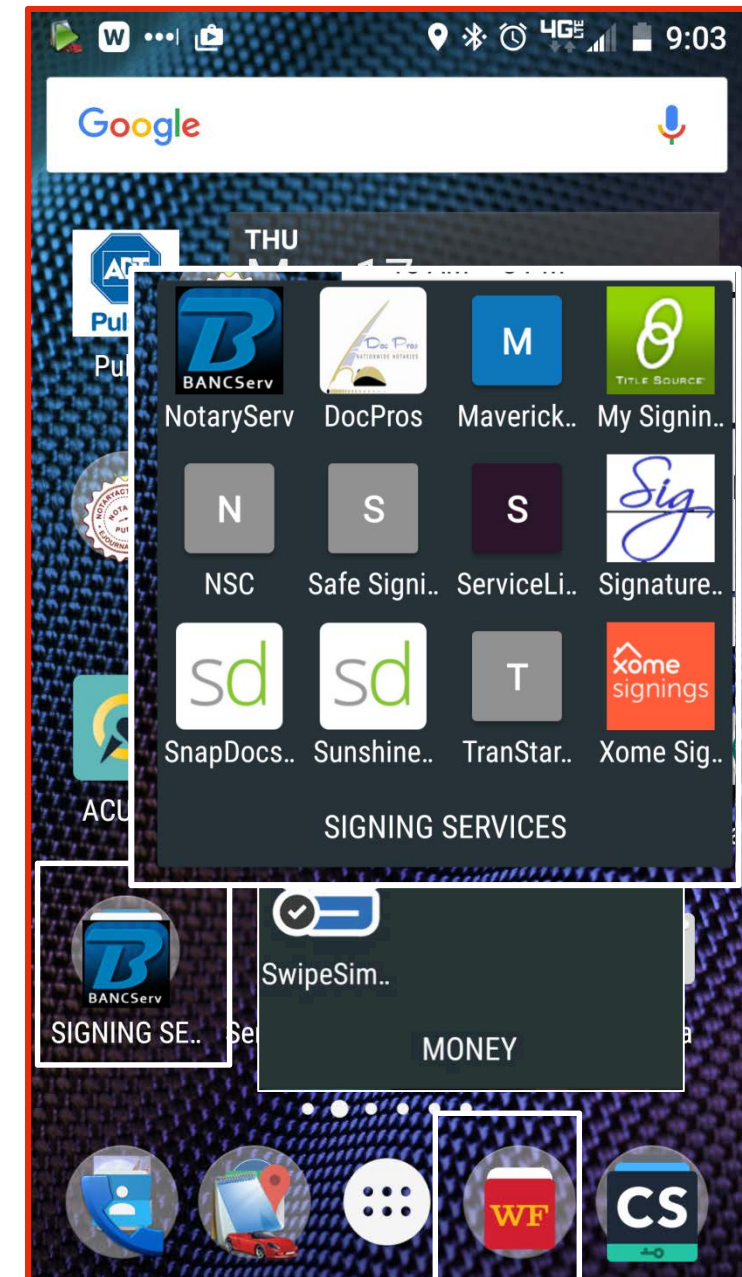


- **OnStar**



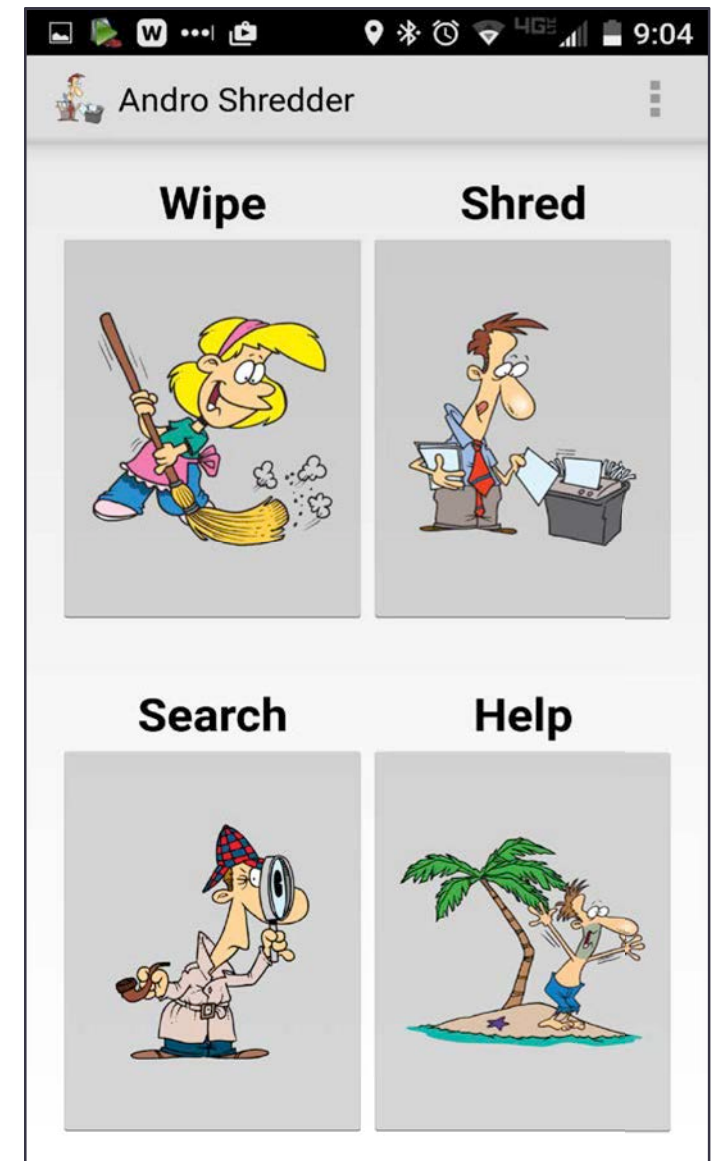
Smart Devices: ORGANIZE APPS

- **Sort Alphabetically**
 - Do through Phone Settings
 - Saves time looking thru pictures
- **Use Home Screen**
 - The apps you use the most are right where you need them
- **Build Folders**
 - Signing Services, GNW, Notary
 - Contacts, Money, Scheduling, etc.



Smart Devices: SECURITY

- **Secure Access to Your Device**
 - PinCode, Password, Thumbprint
- **Install Electronic Shredder**
 - Deleting file from application does not delete it from your device.
- **Remote Wipe Your Device**
 - Protects data if phone is ever lost/stolen



Automate Your Business

- Time is Money
- Time is most valuable product
 - Average \$25 - \$50/hour
- Time can make money or take money
 - Every minute spent doing anything other than work costs you money
- Money can buy you time
- Time can buy you time
- Sometimes you can do both



Automate Your Business

Where are you \$pending your time?

- Data Entry
- Phone Calls and Emails
- Calendar Entries/Reminders
- Document Preparation & Printing
- Accounting & Invoicing
- Marketing & Development



Automate Your Business

ONLY DO WHAT ONLY YOU CAN DO

- **If Someone Else Can Do It...Let Them**
 - FedEx and UPS will come pick up packages. Schedule online
 - Answering Service can answer calls /schedule while you're busy
 - Other Notaries can do jobs for you
- **If Something Else Can Do It...Let It**
 - OnLine Scheduling: Let your customers do their own data entry
[AccuityScheduling](#), [YouCanBook.me](#), JotForm (\$00-\$40/month)
 - Auto-generate Emails: reminders, review request, newsletters.
Mail Chimp, Constant Contact, Active Campaign (\$10-\$40/month)

Automate: DATA ENTRY

- **Forms Online**

- Easily accessible from all platforms

- Write to multiple areas

- JotForm, WuFoo, Google Forms, MSWord

- **Schedulers Online**

- AccuityScheduler, YouCanBookMe, vCita

- **Auto Email Campaigns**

- Follow Ups, Review Request, Updated Credentials, etc.

- Mail Chimp, Constant Contact, Active Campaign



Automate: EMAILS

- **Cloud Based Email**

- Connects with other applications
Gmail, Outlook, Yahoo



- **Create Tags or Groups for Contacts**

- Notaries, Signing Services, Title Companies, Network

- **Canned Email/Template**

- Type once. Save. Use over and over

*“Thank you for choosing to have your documents Signed-N-Sealed.
We have contacted the signers and confirmed the appointment”*

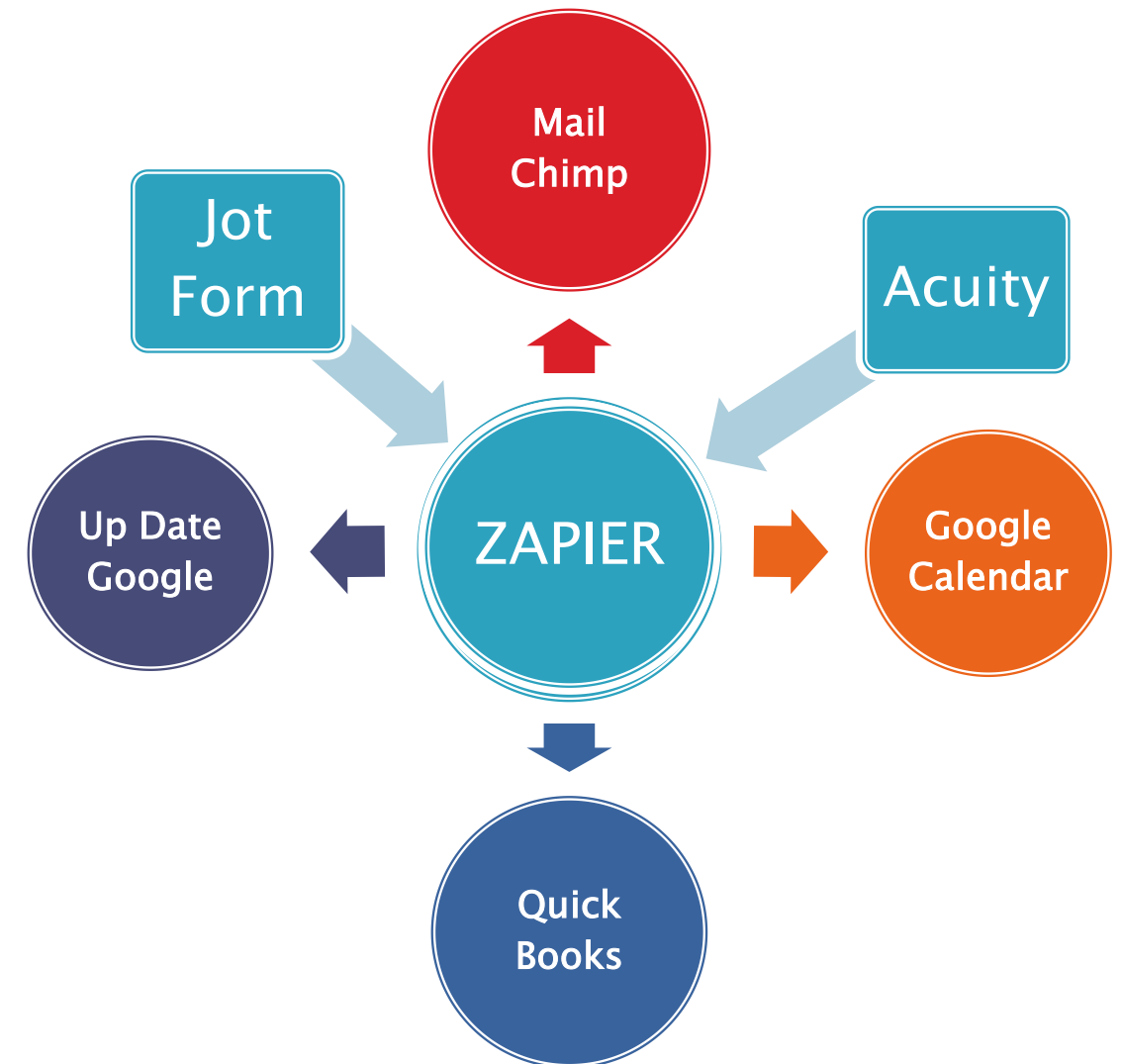
Automate: REPETITIVE TASKS

- **Cross Communication**

- Applications that talk to each other
Do the most work from one place

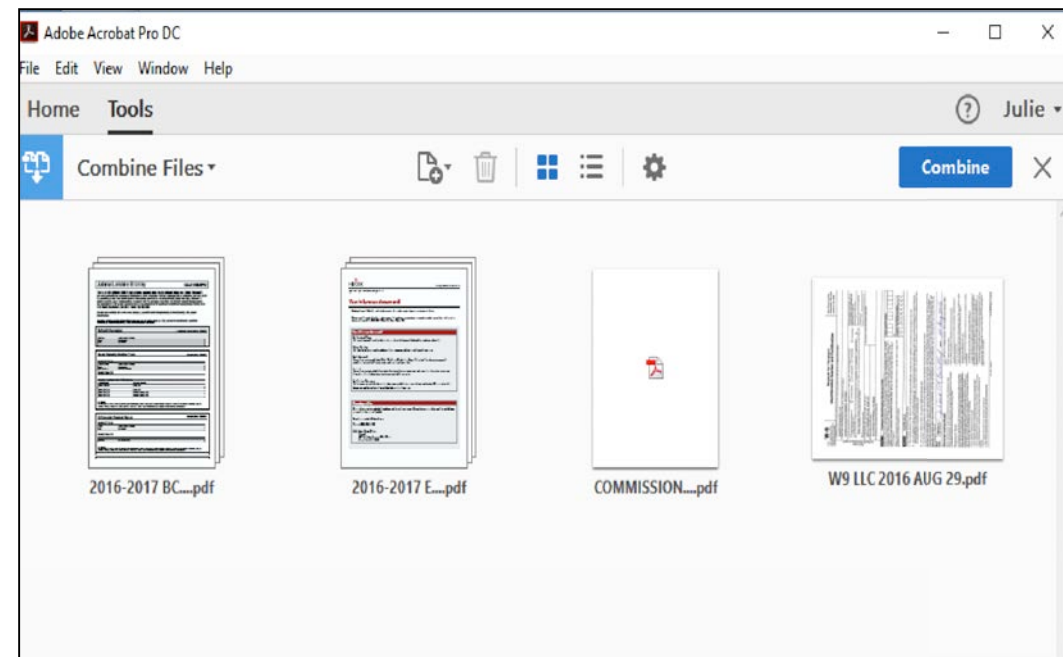
- **Zapier and IFTTT**

- Make applications talk to each other. Add Appointment to Calendar, Creates Invoice in QuickBooks



Automate: **ADOBE ACROBAT PRO**

- Combine Multiple PDFs into One
- Complete Notary statements and forms before printing
- Insert Loose Acknowledgments where needed – complete with Signer & Notary info completed



Thank you

If you'd like to connect and learn more, you can find

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Julie.Brickley

For more info : [Click Here](#)



NATIONAL NOTARY ASSOCIATION