

# Omm Documentation

Simple Guide: How to Get Your Document Notarised Online

## Part 1 - For Clients

**Keep ready before you start:** your document as a **PDF** (max 10 MB), a photo or PDF of your ID proof (Aadhaar / Passport / DSC certificate), and your mobile phone (linked with Aadhaar if you choose Aadhaar eSign).

- 1 Create your account**  
Sign up on the website with your name, username, email and password, then log in.
- 2 Create a meeting**  
Go to **Dashboard > Create Meeting**. Enter a meeting name and choose how you want to sign: **Aadhaar eSign**, **DSC** or **NE-KYC** (for NRIs).
- 3 Add the people who will sign**  
You are added automatically as the first signer. Click **Add Another Signatory** to add others - enter their name, email, mobile number and upload their ID proof.
- 4 Confirm and upload your document**  
Tick the 4 confirmation boxes (your PDF is prepared, dated, ready for signing and electronically signed). Then upload your PDF, accept the Terms & Conditions and click Submit.
- 5 Make the payment**  
Click **Pay & Continue** and pay online with Razorpay (UPI, card or net banking). If the page closes after paying, just log in again - your payment is saved.
- 6 Choose a time slot**  
Pick a date and time that suits you from the available slots.
- 7 Choose your advocate**  
Select one of the available advocates for that slot and click **Confirm Advocate**. Your meeting is now booked and you will get reminder emails 24 hours and 15 minutes before it starts.
- 8 Join the video meeting**  
Open **Dashboard > View Meeting** and click **Join Meeting** (it becomes active a few minutes before the start time). Keep your **ID proof** with you - the advocate will verify your identity on video.
- 9 Sign your document**  
After the meeting, the advocate sends the document for signing. Follow the signing instructions you receive to sign (OTP on your mobile, DSC token, or video KYC - depending on the mode you chose).
- 10 Receive your final documents**  
Once everyone has signed and the advocate has stamped it, you get an email with your **stamped document** and **certificate**. Save them safely.

## Part 2 - For Advocates

**Before you start:** your login is created by the Omm Documentation admin team. Make sure you have your email and password, and keep your calendar free for the slots you add.

- 1 Log in**  
Use the email and password given to you by the admin.
- 2 Add your available time slots**  
Go to **Time Slots > Add Time Slot** and enter the date, start time and end time. Clients can book only the slots you add.
- 3 See your booked meetings**  
When a client books you, the meeting appears on your dashboard. You also get reminder emails 24 hours and 15 minutes before the meeting.
- 4 Join the meeting**  
Open the meeting from your dashboard and click **Join Meeting** to start the video call.
- 5 Verify the client's identity**  
During the call, check each signer's identity. On the meeting page, **upload a face photo** and a **photo of their ID document** for every signer.
- 6 Send the document for signing**  
Click **Sign Document**. Your name, email and mobile are already filled in. Add your **Date of Birth, Gender, Signing Mode** and the **page numbers** you will sign (for example 1,2,3), then click **Continue & Sign**. The document now goes to all signers, including you.
- 7 Wait for everyone to sign**  
The client and all other signers sign the document. Make sure all of them have finished.
- 8 Close the meeting**  
When all signatures are done, click **Close Meeting**. The system adds the notary stamp and the Omm Documentation notarised mark to your document.
- 9 Final documents are sent**  
All signers automatically receive the stamped document and certificate by email. Your work on this meeting is complete.

**Need help?** Contact the Omm Documentation support team through the Contact page on the website.