Understanding the Title Process with Proof

How title teams manage transactions, documents, and communication

Remote online notarization changes where closing happens, but the role of the title team stays the same. Title agents coordinate documents, manage communication with lenders and signers, and ensure the transaction is ready for execution.

Proof provides the digital environment where the notarization takes place. Title teams upload documents, receive notifications as the closing progresses, and access completed files once the signing is finished.

The result is a single place for title teams to manage the transaction from preparation through trailing documents.
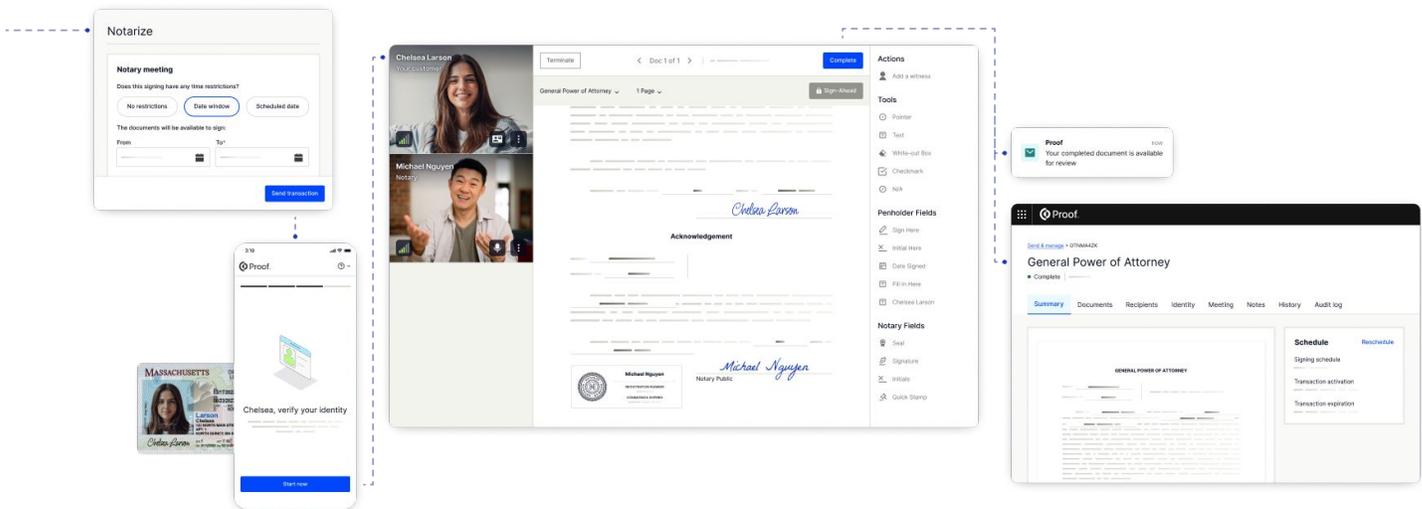
Notifications and transaction updates

As a closing progresses, the platform provides notifications that help title teams stay informed about the status of the transaction and coordinate with lenders and signers.

Title agents may receive notifications when:
- A transaction is ready for collaboration
- Documents are available for review
- Signers are prompted to begin identity verification
- A notarization session has been completed
- Final documents are ready for download

These updates help title teams coordinate internally and keep all parties informed without needing to track activity across multiple systems. Notifications can be accessed through email and within the platform so teams can quickly understand what action, if any, is required.

Preparing the transaction for signing

Before a remote closing begins, the title team confirms the file is ready for execution. This includes uploading settlement documents, coordinating with the lender on the final closing package, and confirming that the signing session can proceed.

Preparing the file in advance helps ensure the notarization session runs smoothly and reduces the likelihood of delays during the live signing.

Uploading documents

Title agents prepare and upload settlement and title documents in advance of the signing, similar to a traditional closing workflow. Documents are uploaded electronically so they can be reviewed and executed during the notarization session.

Uploading documents early allows time for:
- Document preparation and review
- Coordination with lenders and other parties
- Preparing the signing session

Once the closing package is released, signers receive a notification prompting them to access the documents, complete identity verification, and join the notarization session.

Ⓞ Proof.

Emily's Lender needs you to add your title documents for 486 West Market Street

[Add title documents]

Hi there,

Click the button above to upload your title documents to Proof. See step-by-step instructions by clicking here.

Once the package is complete, you and your borrowers will receive an email with a link to view the completed documents.

Closing Details

Signers:	Emily Robbins
File No.:	Test03112026(1)
Loan No.:	Test03112026(1)
Expires:	March 11 at 11:59 PM EDT

Providing documents ahead of time helps reduce delays during the live signing and allows the closing to proceed smoothly.

Trailing documents and completed records

After the signing session is finished, completed documents become available within the transaction record. Title teams can access executed documents, download files for post-closing workflows, and maintain a record of the completed notarization.

The platform preserves an audit trail documenting identity verification steps, signer actions, and notarization events associated with the transaction. This record helps support compliance reviews, underwriter requirements, and provides a clear history of how the closing was completed.

Supporting a smooth closing

Managing a remote closing involves the same coordination title teams perform every day. The difference is that documents, notifications, and completed records are centralized in one place.

With clear visibility into each stage of the transaction, title teams can prepare earlier, reduce last minute issues, and keep closings moving forward for all parties involved in the transaction.

About Proof

Proof connects trusted identity to high-stakes digital actions. Organizations use Proof to verify identity, authorize actions like signing and notarization, and preserve defensible records they can stand behind. Proof operates the Notarize Network, the largest on-demand network of trusted notaries available 24/7. Learn more at proof.com.

Proof