

## Updating Your Notary Profile

### Step 1:

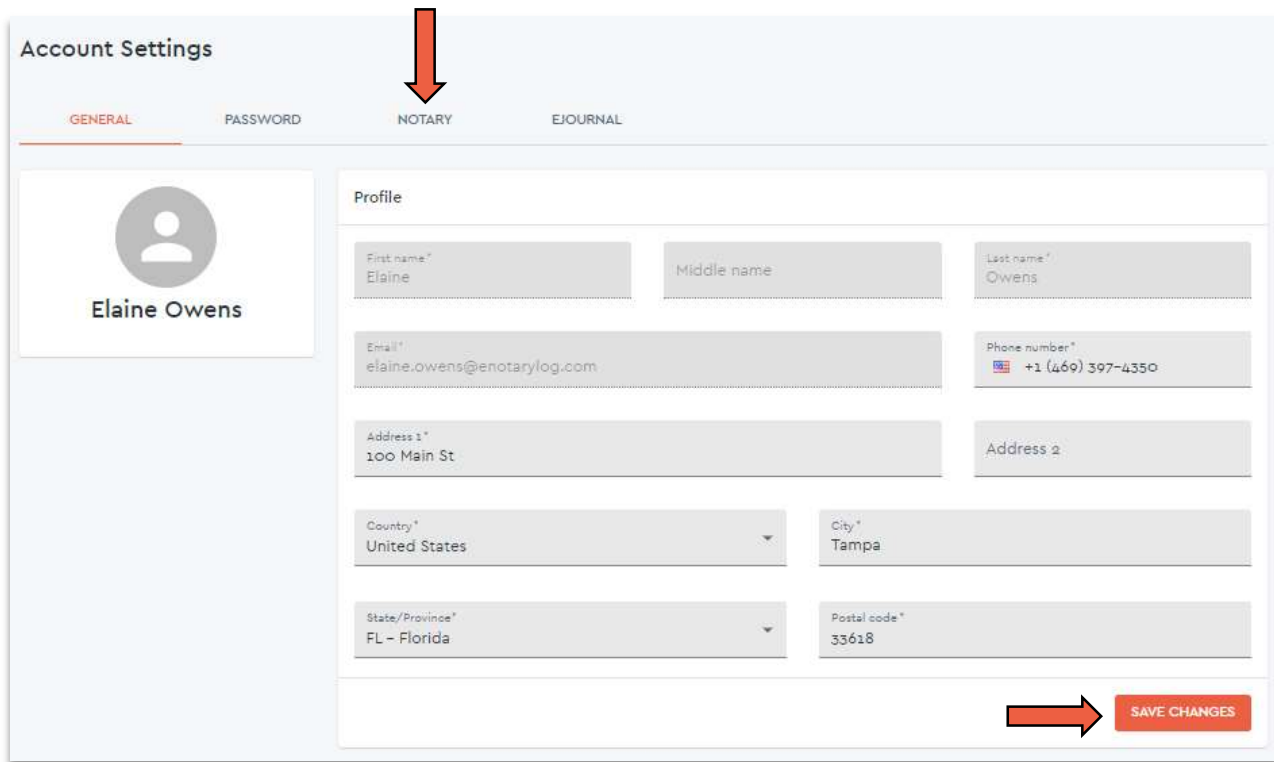
After logging into the eNotaryLog platform, Click on the circle with your initials in the Upper Right-Hand Corner.

In the drop-down menu choose **Profile**.



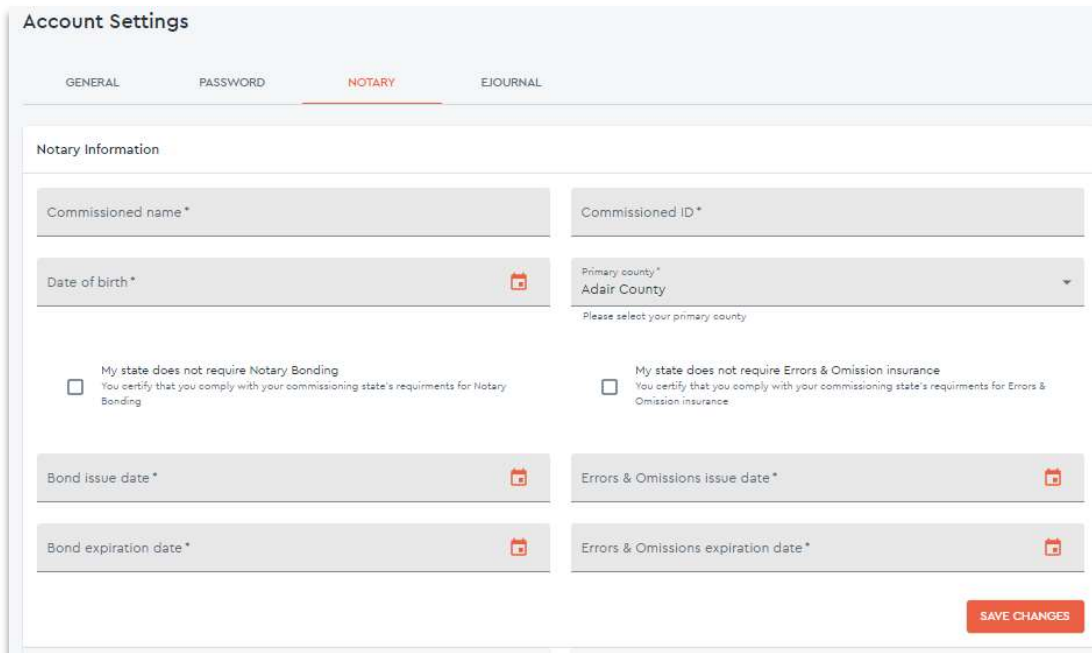
### Step 2:

Please ensure all information on the General tab is complete and correct, then click **SAVE CHANGES**. Next select the **Notary** tab.

A screenshot of the 'Account Settings' page in the eNotaryLog platform. The page has a light blue header with the title 'Account Settings'. Below the header are four tabs: 'GENERAL', 'PASSWORD', 'NOTARY', and 'EJOURNAL'. The 'NOTARY' tab is selected and highlighted with a red underline. A red arrow points down to the 'NOTARY' tab. On the left side, there is a profile card for 'Elaine Owens' with a grey person icon. The main content area is titled 'Profile' and contains several input fields: 'First name\*' (Elaine), 'Middle name', 'Last name\*' (Owens), 'Email\*' (elaine.owens@enotarylog.com), 'Phone number\*' (+1 (409) 397-4350), 'Address 1\*' (100 Main St), 'Address 2', 'Country\*' (United States), 'City\*' (Tampa), 'State/Province\*' (FL - Florida), and 'Postal code\*' (33618). At the bottom right of the form, there is a red 'SAVE CHANGES' button with a red arrow pointing to it.

### Step 3:

In the top half enter in all information pertaining to your state RON certification including: Name as stated on your commission, Commission ID, Date of Birth, and the Primary county that you will be notarizing in during your notary sessions. If your state requires Bonding or Errors & Omissions Insurance or both, please enter in the issue and expiration dates where provided, otherwise check the box above each of those sections. Next click **SAVE CHANGES**.



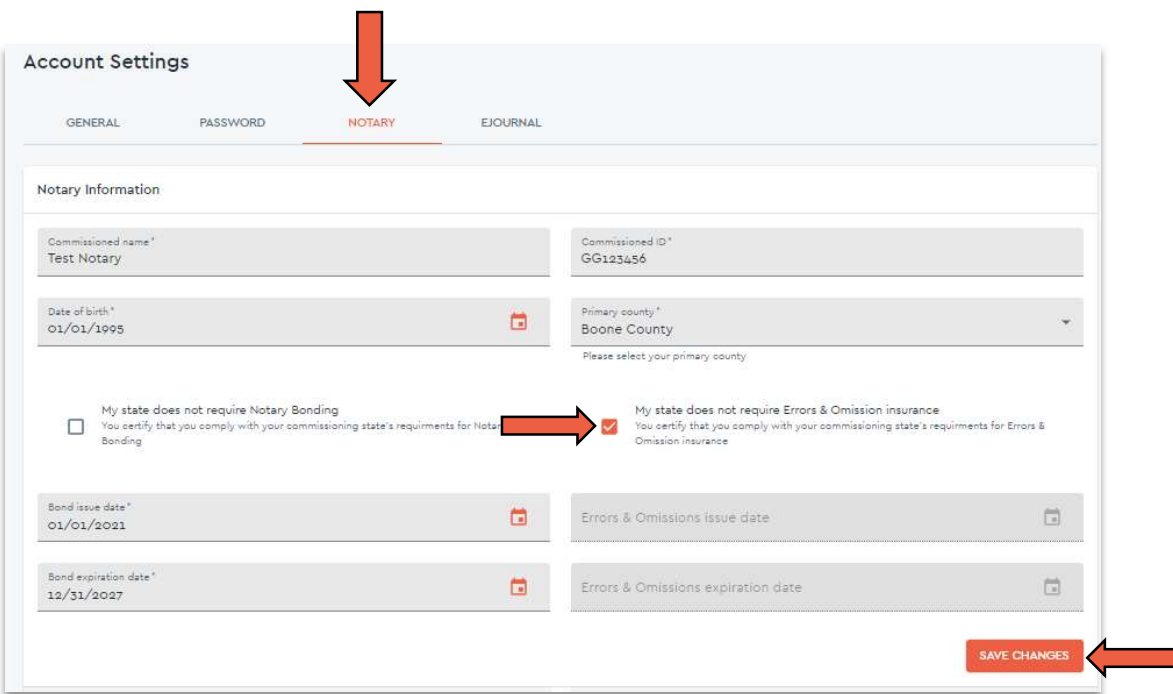
**Account Settings**

GENERAL    PASSWORD    **NOTARY**    EJOURNAL

Notary Information

Commissioned name*	Commissioned ID*
Date of birth*	Primary county* Adair County
<input type="checkbox"/> My state does not require Notary Bonding You certify that you comply with your commissioning state's requirements for Notary Bonding	<input type="checkbox"/> My state does not require Errors & Omission insurance You certify that you comply with your commissioning state's requirements for Errors & Omission insurance
Bond issue date*	Errors & Omissions issue date*
Bond expiration date*	Errors & Omissions expiration date*

SAVE CHANGES



**Account Settings**

GENERAL    PASSWORD    **NOTARY**    EJOURNAL

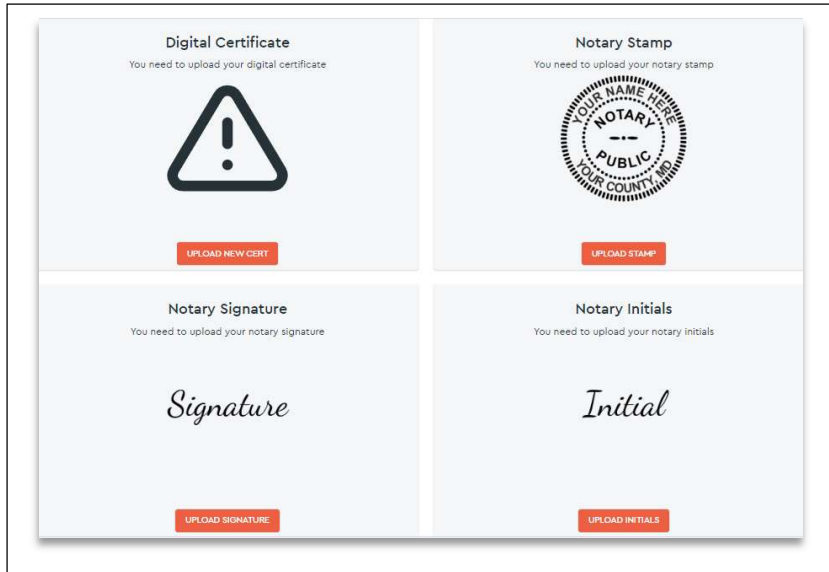
Notary Information

Commissioned name* Test Notary	Commissioned ID* GG123456
Date of birth* 01/01/1995	Primary county* Boone County
<input type="checkbox"/> My state does not require Notary Bonding You certify that you comply with your commissioning state's requirements for Notary Bonding	<input checked="" type="checkbox"/> My state does not require Errors & Omission insurance You certify that you comply with your commissioning state's requirements for Errors & Omission insurance
Bond issue date* 01/01/2021	Errors & Omissions issue date*
Bond expiration date* 12/31/2027	Errors & Omissions expiration date*

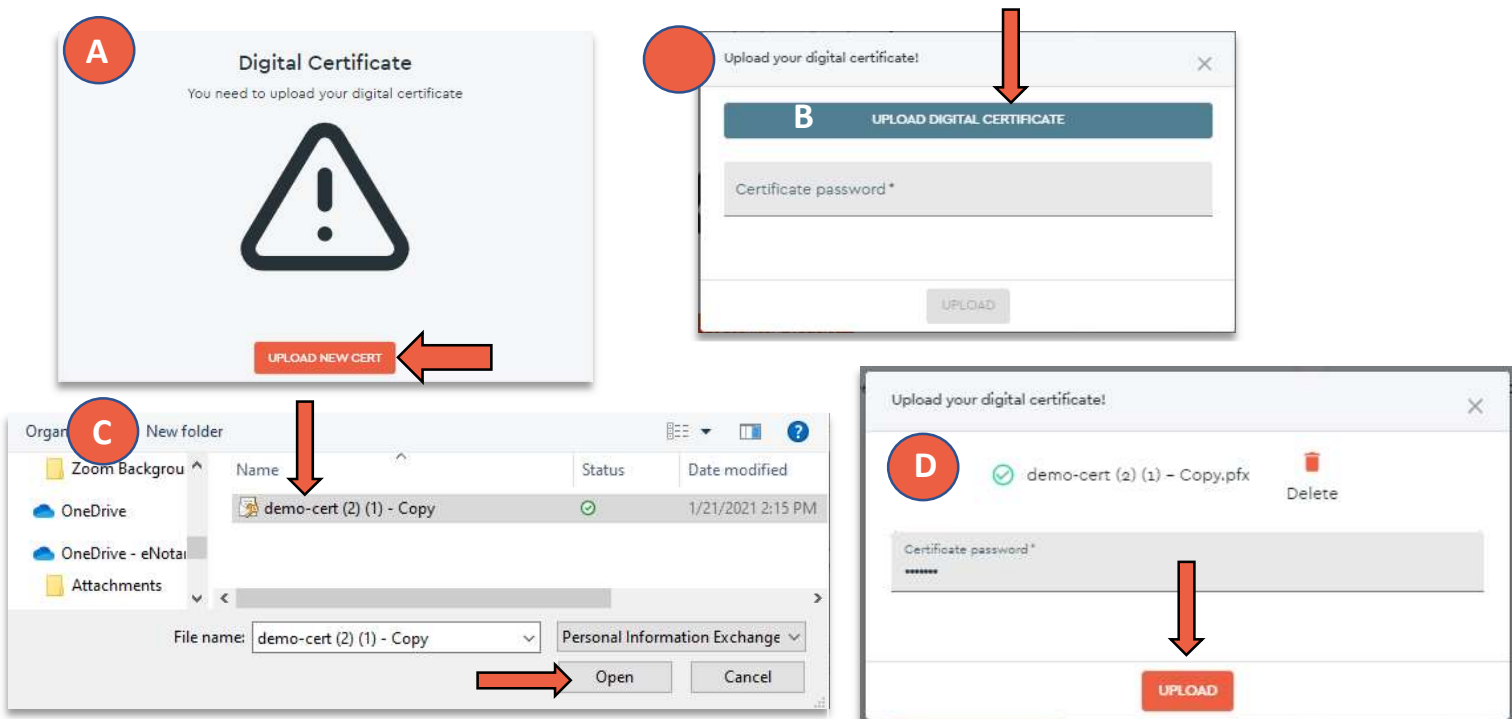
SAVE CHANGES

## Step 4:

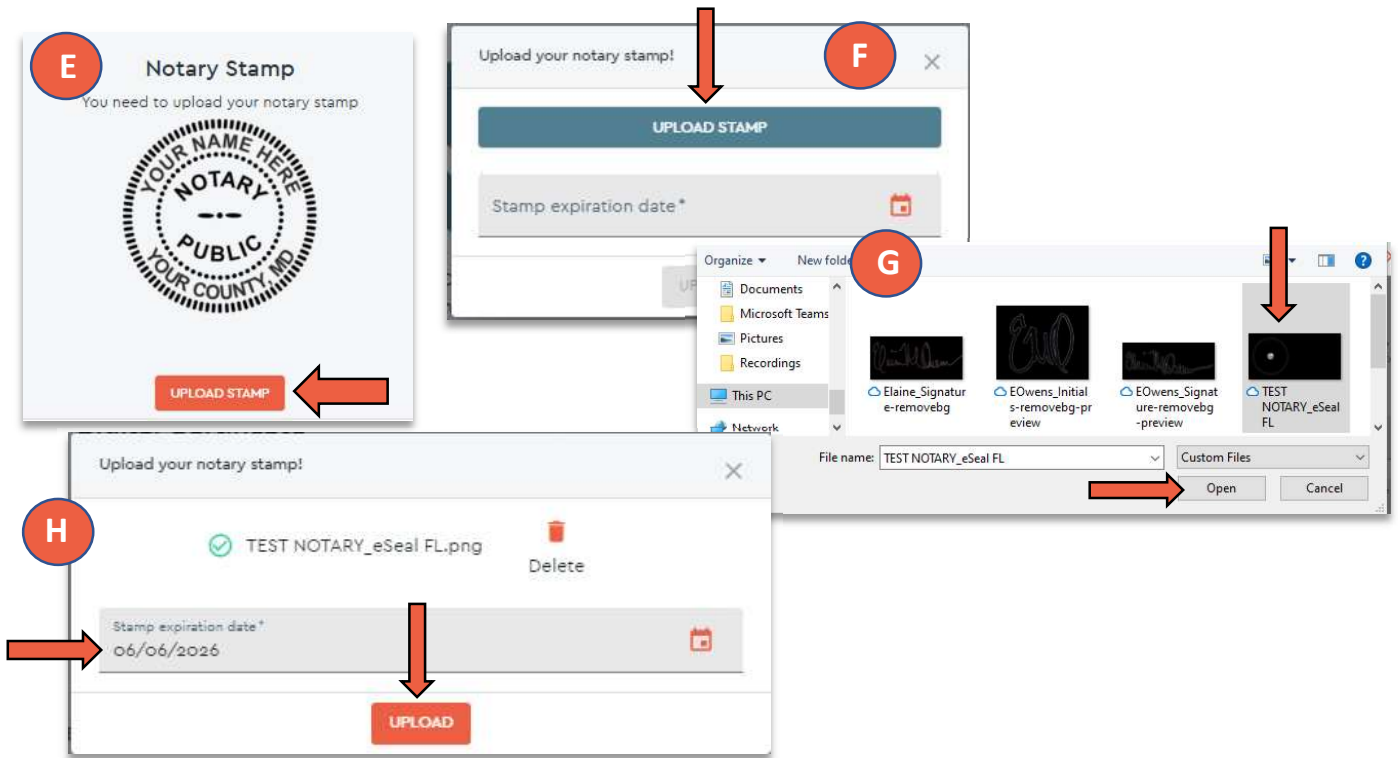
You will Upload all required items for a RON notary (Digital Certificate, Digital Stamp, Digital Signature and Initials).



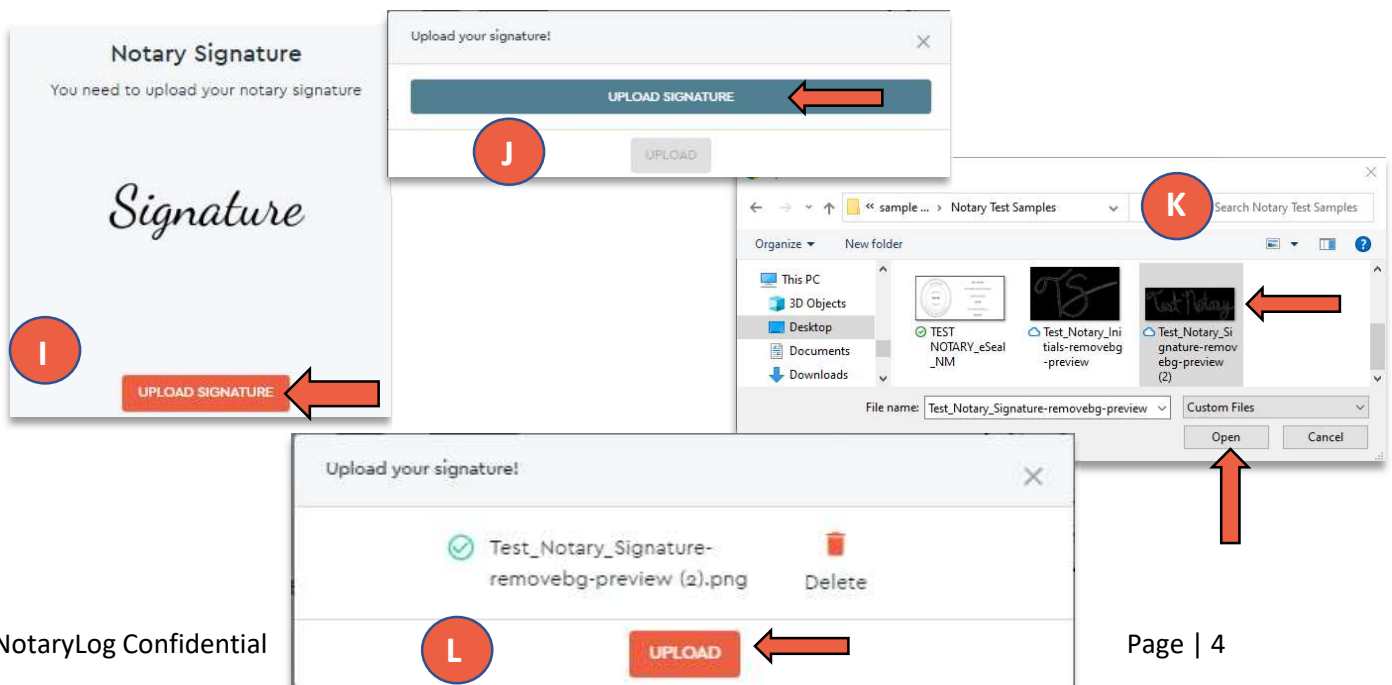
- Click on the **UPLOAD NEW CERT**
- Next Click on **UPLOAD DIGITAL CERTIFICATE**
- Locate the digital certificate on your computer, select it and click **OPEN**.
- Enter in the certificate password and click **UPLOAD**.



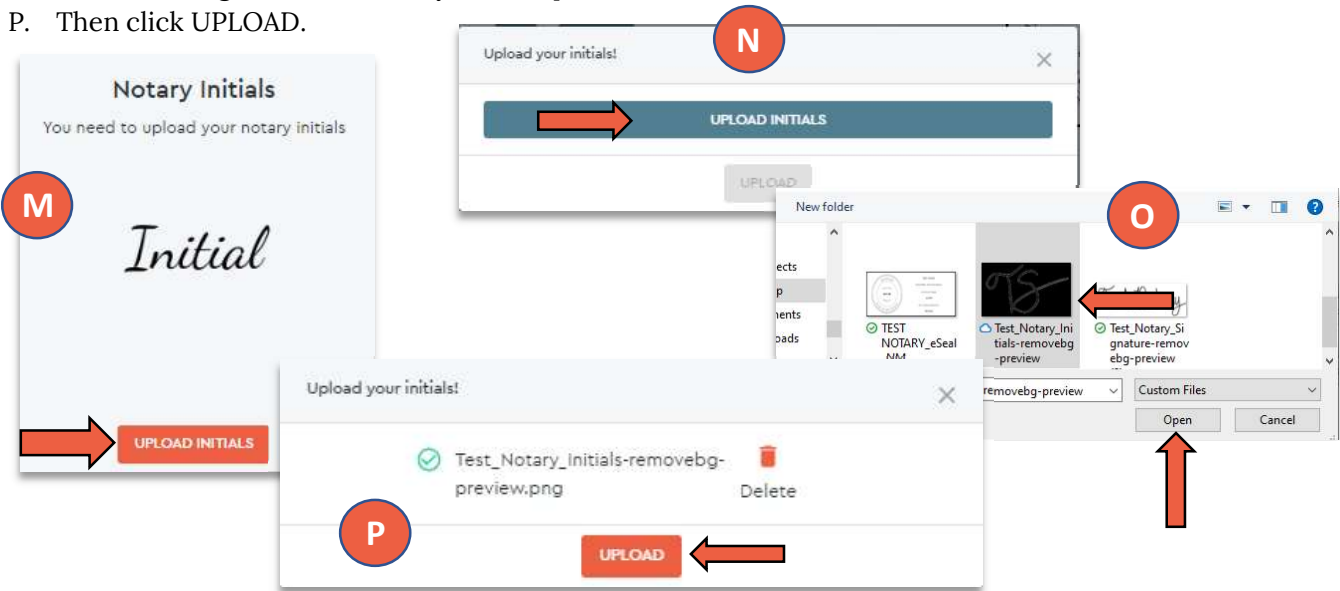
- E. Click on the UPLOAD STAMP
- F. In the pop-up window, click on UPLOAD STAMP
- G. Locate the digital stamp/seal on your computer, select it and click OPEN.
- H. Enter in the Stamp Expiration Date and click UPLOAD.



- I. Click on the UPLOAD SIGNATURE
- J. In the pop-up window, click on UPLOAD SIGNATURE
- K. Locate the digital SIGNATURE on your computer, select it and click OPEN.
- L. Then click UPLOAD.



- M. Click on the UPLOAD INITIALS
- N. In the pop-up window, click on UPLOAD INITIALS
- O. Locate the digital INITIALS on your computer, select it and click OPEN.
- P. Then click UPLOAD.



**Step 4:**

After you upload all required items for a RON notary, your screen should look similar to the screenshot below. **Please notify your account Administrator so they can activate you to begin notarizing.** You will also need to follow the steps to **Validate Your Digital Certificate in Adobe.**

