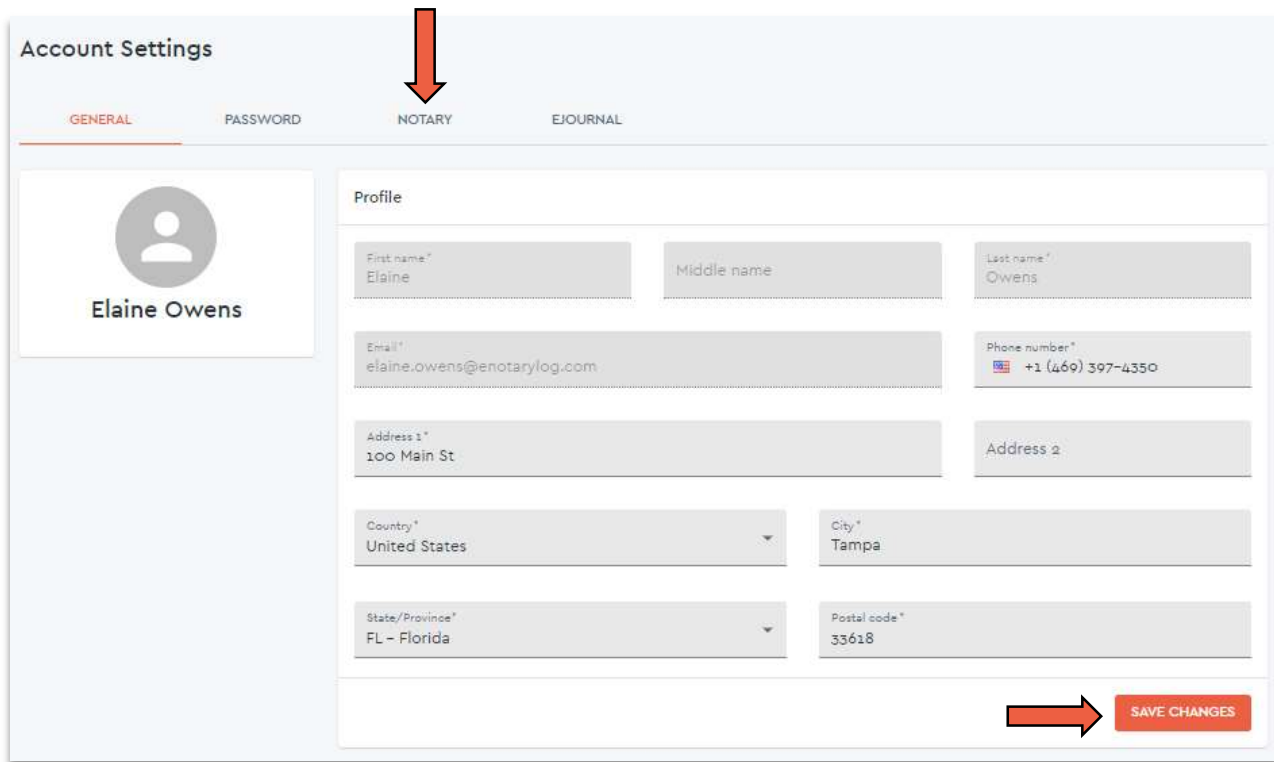# Updating Your Notary Profile

Step 1:

After logging into the eNotaryLog platform, Click on the circle with your initials in the Upper Right-Hand Corner.
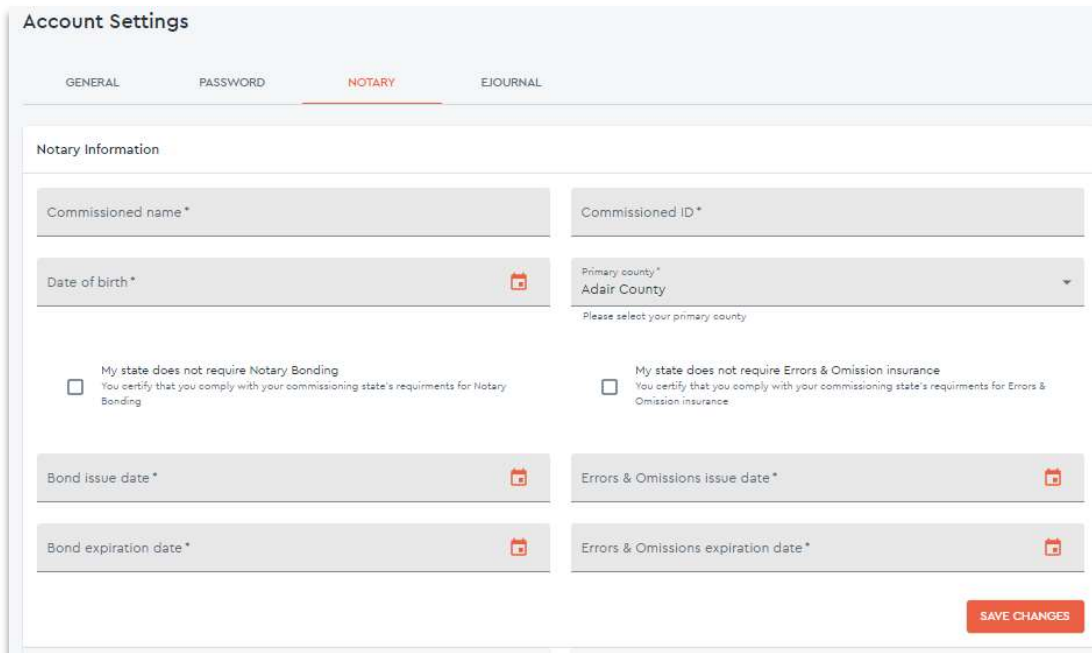
In the drop-down menu choose **Profile**.

Step 2:

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

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**.
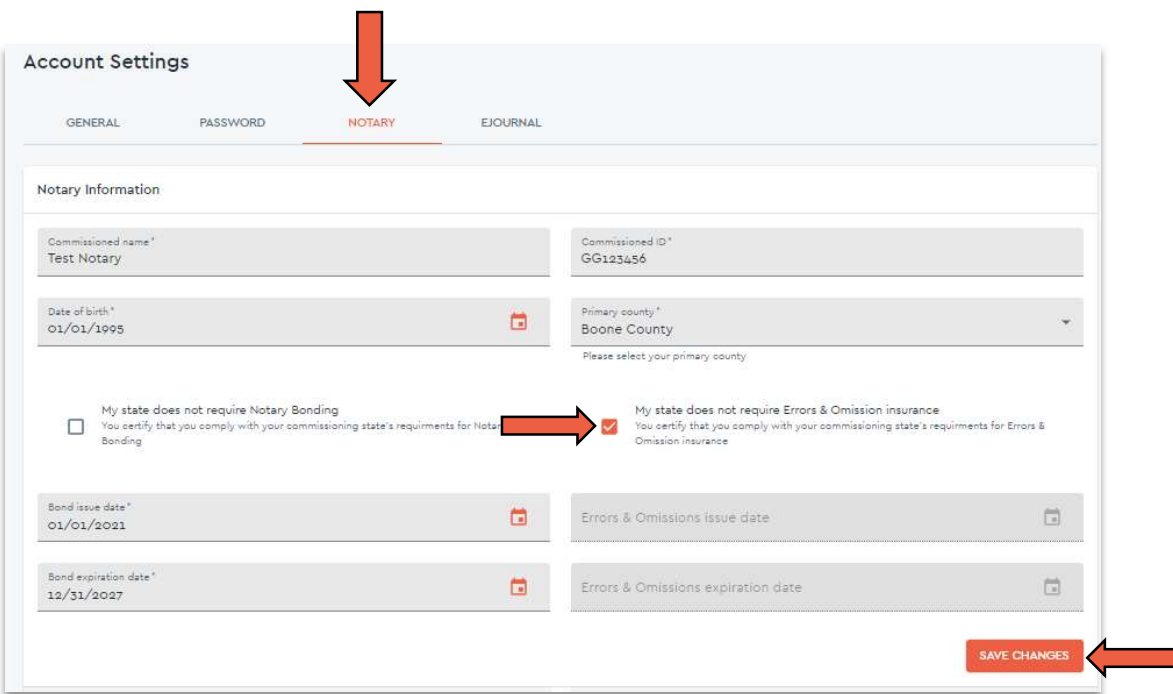
Step 4:

You will Upload all required items for a RON notary (Digital Certificate, Digital Stamp, Digital Signature and Initials).
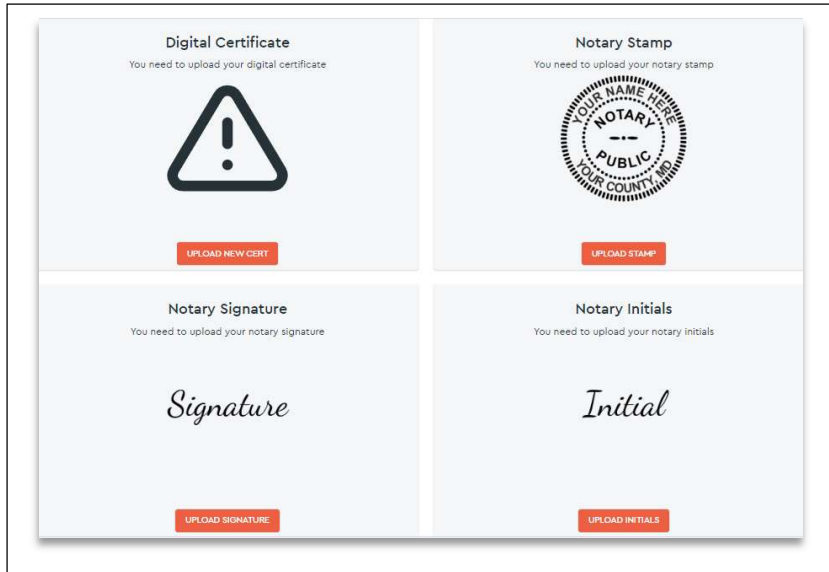
A. Click on the UPLOAD NEW CERT
B. Next Click on UPLOAD DIGITAL CERTIFICATE
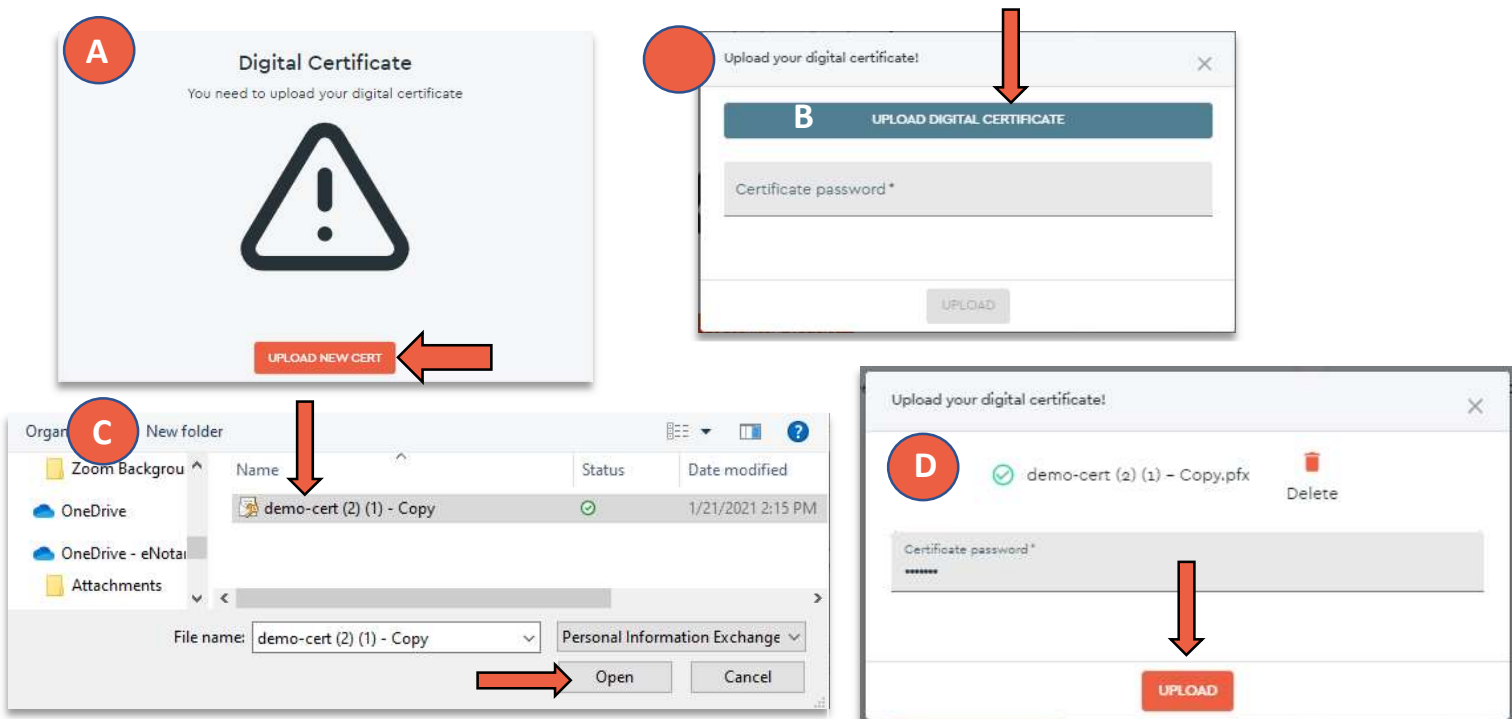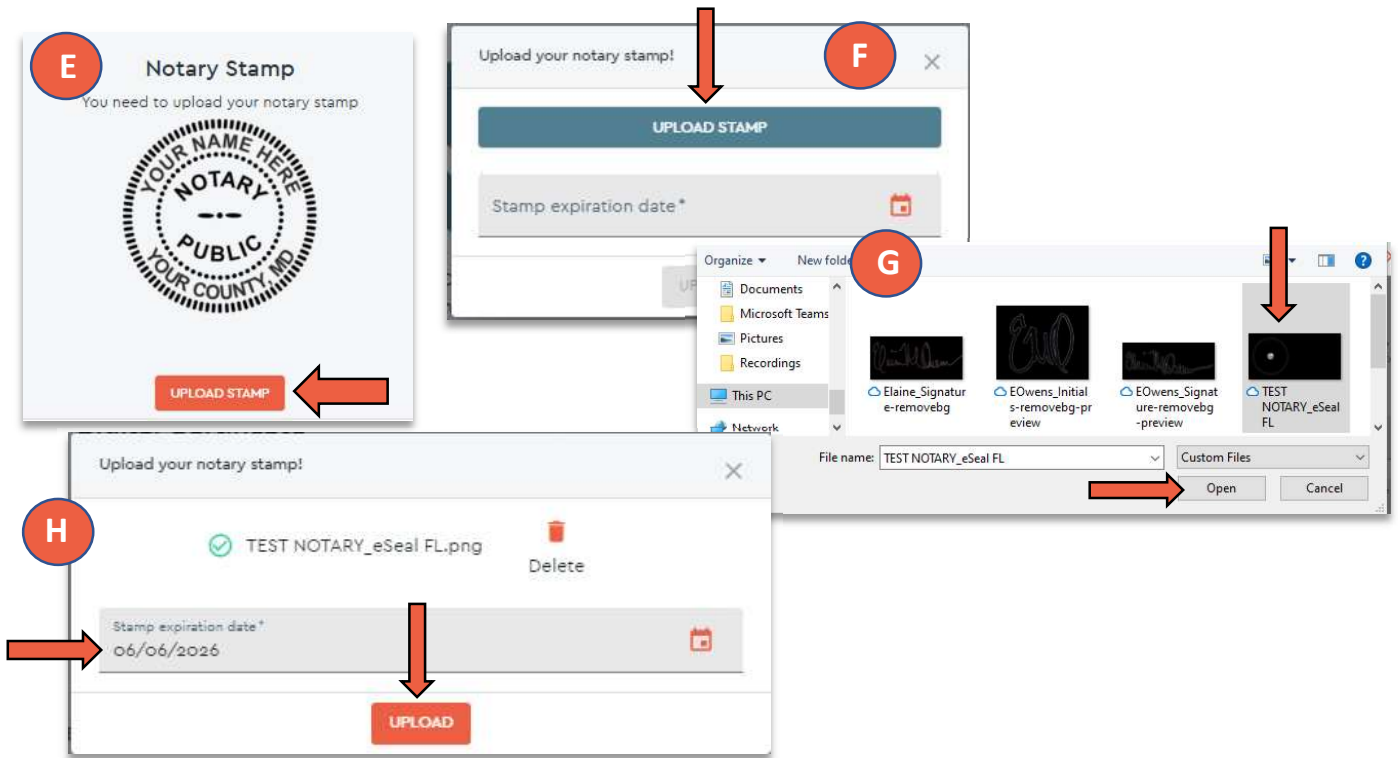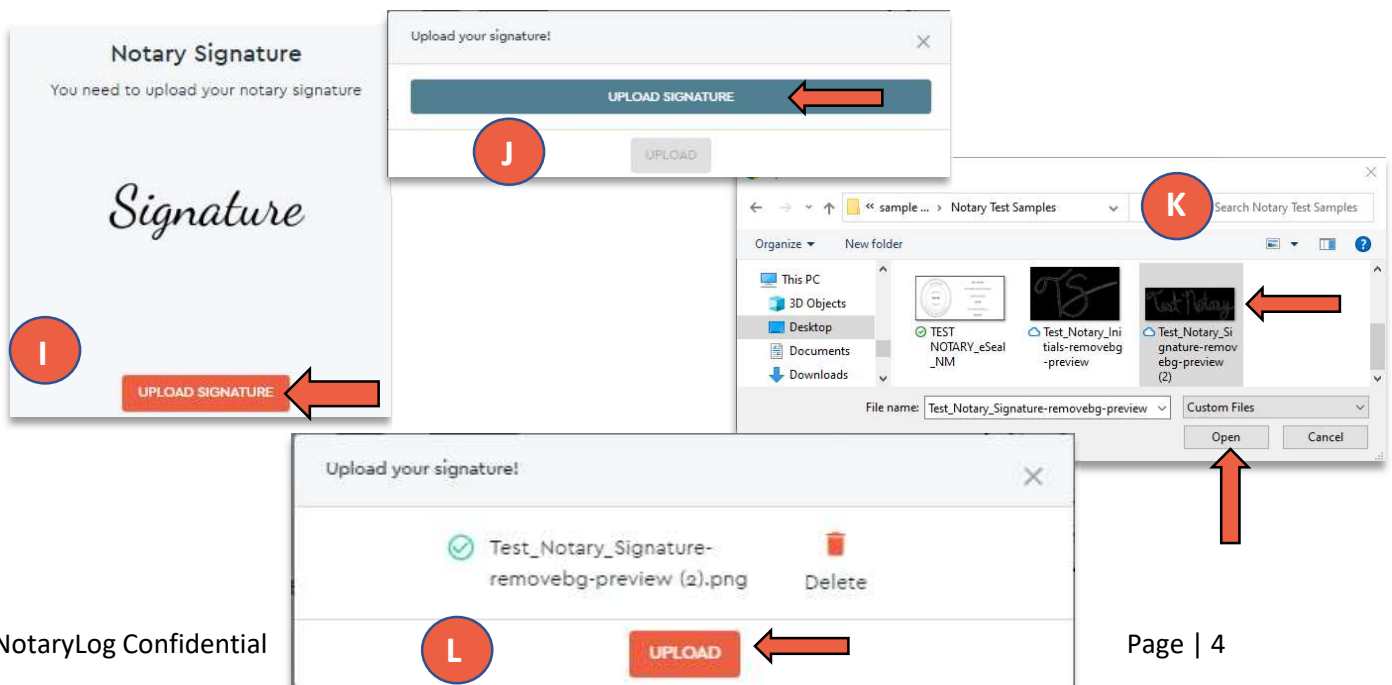C. Locate the digital certificate on your computer, select it and click OPEN.
D. Enter in the certificate password and click UPLOAD.

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.
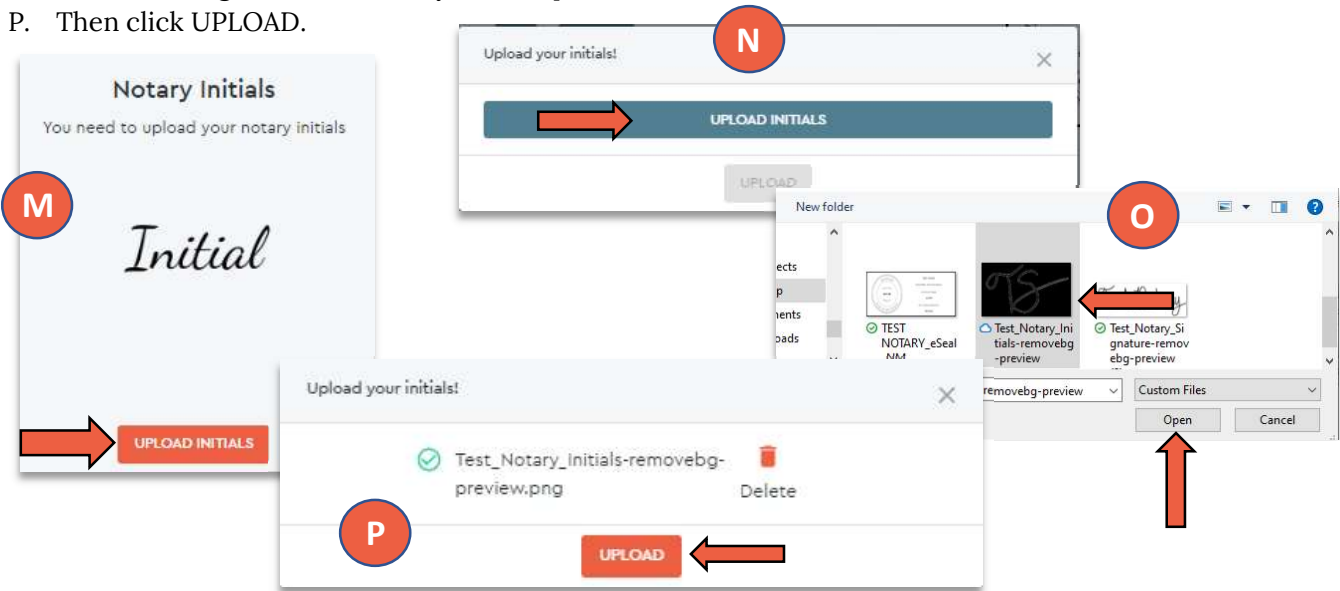
Step 4:

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**.