

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.

SENERAL PASSWORD	NOTARY EX	DURNAL		
0	Profile			
6	First name" Elgine	Middle name		Last name ' Owens
Elaine Owens				
	Email" elaine.owens@enotarylog.c	iom :		Phone number* +1 (469) 397-4350
	Address 1* 100 Main St			Address 2
	Country* United States	*	^{City*} Tampa	
	State/Province" FL - Florida	*	Postal code * 33618	



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**.

GENERAL PASSWORD	NOTARY EJOURNAL		
ary Information			
ommissioned name *		Commissioned ID*	
ate of birth *		Primary county* Adair County	*
My state does not require Notary Bondin You certify that you comply with your commissi Bonding	9 oning state's requirments for Notary	Please select your primary county My state does not require Errors & Omission insurance You certify that you comply with your commissioning state's requ Omission insurance	irments for Errors &
ond issue date *		Errors & Omissions issue date*	
and expiration date *		Errors & Omissions expiration date*	
ount Settings			SAVE CHANGES
ount Settings general Password	NOTARY EJOURNAL		SAVE CHANGES
OUNT Settings GENERAL PASSWORD	NOTARY EJOURNAL		SAVE CHANGES
OUNT Settings GENERAL PASSWORD ary Information set Notary	NOTARY EJOURNAL	Commissioned 10* GG123436	SAVE CHANGES
ount Settings GENERAL PASSWORD ary Information mmissioned name* to of birth* t/o1/1995	NOTARY EJOURNAL	Commissioned (D* GG123456 Primairy county* Boone County Please select your primary county	
OUNT Settings GENERAL PASSWORD ary Information mmissioned name* st Notary te of birth* ./01/1005	NOTARY EJOURNAL	Commissioned ID* GG123456 Primairy county* Boone County Please select your primary county Dission insurance Too certify that you comply with your commissioning state's required Omission insurance	SAVE CHANGES
ount Settings GENERAL PASSWORD ary Information minisioned name* st Notary te of birth* /O1/1005	B oning state's requirments for Hota D	Commissioned ID* GG123456 Primary county* Boone County Please select your primary county Please select your primary county My state does not require Errors & Omission insurance. You certify that you comply with your commissioning state's requires You certify that you comply with your commissioning state's requires Omission insurance	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.

A Digital Certificate You need to upload your digital certificate	Upload your digital cer	tificate!	
	Certificate passwo	rd*	
Organ C New folder	Status Date modified	Upload your digital certificate!	×
OneDrive OneDrive demo-cert (2) (1) - Copy OneDrive - eNota Attachments <	 ⊙ 1/21/2021 2:15 PM > > > 	Certificate password*	
File name: demo-cert (2) (1) - Copy	Personal Information Exchange Open Cancel	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.

е

Notary Signature	Upload your signature!	×		
You need to upload your notary signature				
Signature		← → ~ ↑ 🔤 « sample > Notary Tr	est Samples V	Search Notary Test Samples
		Documents Downloads File name: Test_Notary_5	al Test_Notary_Ini tials-removebg -preview C2 Signature-removebg-preview C2	ary_Si remov stom Files
Upload	l your signature!		×	Open Cancel
	Test_Notary_Signat removebg-preview	ture- 🥫 / (2).png Delete		
NotaryLog Confidential	L		Page	4



- 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.

Notary Initials	Upload your initials:	×
You need to upload your notary initials		
M Initial	New folde ects p tents pads	er TEST NOTARY_eSeal MMA MMA MMA MMA MMA O Test_Notary_Ini tials-removebg phonewiew D Test_Notary_Si gnature-remov phonewiew D Test_Notary_Si gnature-remov phonewiew D Test_Notary_Ini
Upload y	our initials!	Custom Files Centre Cancel Cancel C
	Test_Notary_Initials-removebg- preview.png Delete 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**.

Digital Certificate	Notary Stamp
Issued Date: 04/33/2020 Fonitation Date: 04/33/2020	TEST NOTARY Notary Public, State of Florida Commission Number H1123456 My Commission Express on 06/06/2026
	Expiration Date: 06/06/2026
UPLOAD NEW CERT	UPLOAD STAMP
Notary Signature	Notary Initials
Test Notary	ots
UPLOAD SIGNATURE	UPLOAD INITIALS