



Introduction

*This guide is for individuals who have given permission for a surety bonding company to submit on their behalf an **Application for Appointment as a Texas Notary Public** to be commissioned as a traditional notary public in the State of Texas. This guide describes how the Bonding Company Primary User will manage access for Secondary Users to the Bonding Company dashboard.*

NOTE:





- This guide is not for applicants who have submitted their application using the SOS Notary Portal.

Contents

On-Screen Guidance 1

Manage Data..... 1

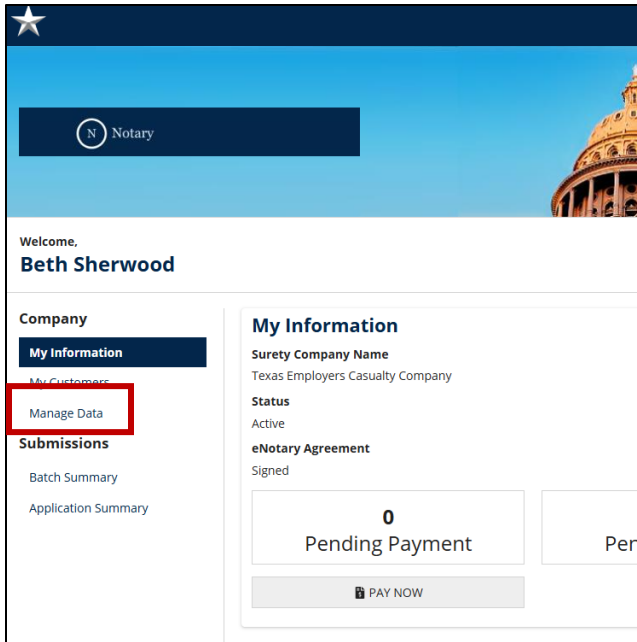
On-Screen Guidance

- Throughout the SOS Notary Portal, helpful tooltips are available to provide additional information. Look for the  symbol and hover your cursor over it to display more details related to the specific field.
- To advance from one screen to the next, click the  button at the bottom of the screen.
- To go back to the previous screen, click the  button at the bottom of the screen.
- To cancel out of a process, click the  button at the bottom of the screen.

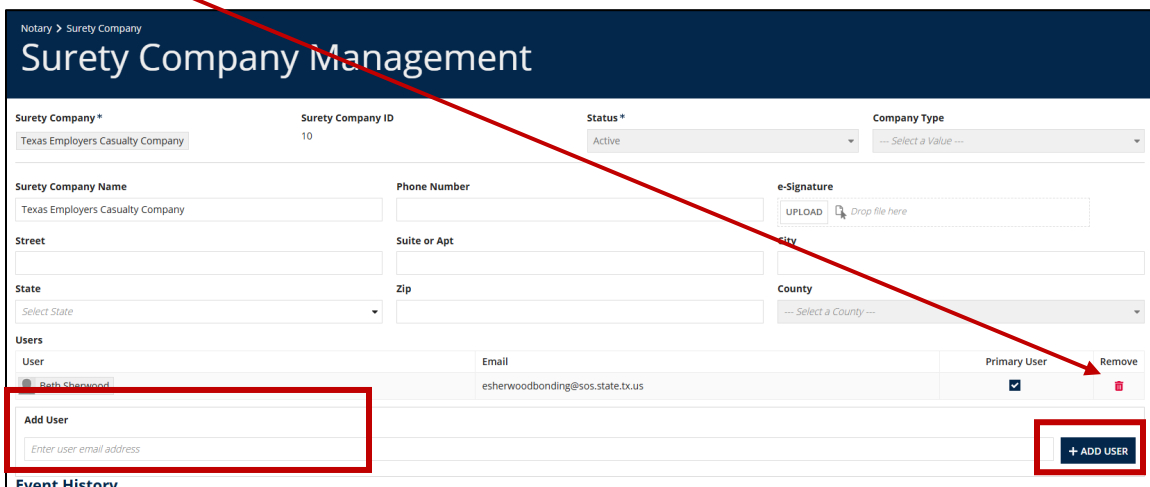
Manage Data

Once a surety bonding company primary user has been designated by the Office, the primary user will be able to manage all secondary users with the bonding company dashboard.

1. Log in to the SOS Notary Public Portal
2. Click on **Manage Data** in the Bonding Company service menu.



3. Click **Start Process** to begin managing your users.
4. To add a secondary user, enter the users email address into the Add User email address text box. Click on **+ ADD USER** to add the user to your users list. You may also remove a user by clicking on the **Red Trashcan** on that user's entry.



NOTE: You may update your bonding company address information or your authorized signer's signature for the bonding company which appears on all applications uploaded through the API web service by your bonding company.

5. At the bottom of the screen, click the **Submit** button to finalize the submission of the new user and/or updated information.

