The following are instructions for an authorized Bonding Company to view the applications they submitted via our eNotary Web Service and pay for the batches of applications.

## **Check Application Status**

To check the status of your applications in the SOS Portal:

1. Login to your SOS Portal Account. If you do not have an SOS Portal account, you will need to create one. You can find our instructions on how to create an account in our online <u>SOS Portal Account Setup Guide</u>.

*		т	exas Secretary of State Portal 🗸 🕕
	Th	Welcome to Texas Secretary of S is portal allows you to file and search online with the Please select a tile below to start the a	the State Portal Office of the Texas Secretary of State. opropriate application.
Website enhancements underway! We are uno	dergoing a modernization effort to enhance your experien	ce. Read more about our modernization effort.	
Equines TM Trademark/Service Mark Application	Registrations	Search & Order Records	
My Payments	Case Management	Coming Soon Rules and Meetings	
Coming Son	Coming Soon Notary Complaints		
			(R)

- 2. From the Dashboard, select the Notary tile.
- 3. Click **Application Summary** to view all applications you have submitted within the last 90 days, including details such as the date submitted, Batch ID, status, and any pending actions.

## **Pay for Submitted Applications**

- 1. From the Dashboard, select the Notary tile.
- 2. Click **Application Summary** to view all applications you have submitted within the last 90 days, including details such as the date submitted, Batch ID, status, and any pending actions.
- 3. Click the **Pay Now** button, to pay for any applications that are pending payment.



Notary	CATIONS HEARINGS COMPLAINTS R	EPORTS					Notary 🗸 🌘
<sup>Welcome,</sup> Iman Serbones			VIIIIKELE/IIIIST III				
Company My Information	Application Summar Only applications submitted within	<b>y</b> n the last 90 days will disp	lay here.				
My Customers Submissions	<b>3</b> Pending Pay	ment	<b>0</b> Pending Notar	у	<b>0</b> Pending SOS	5	0 Pending SORM
Application Summary	PAY NOW     Status Definitions     Amplications	1					
	Q. Search Applications		SEARCH STATUS Any		▼ PEND	ING ACTION Any	• T-
	Date Submitted	↓ Batch ID	Name	Туре	Status	Action Pending	Amend/Withdraw
	8/19/2024 4:07 PM CDT	10	sharath kumar potla Jr	2301 New	Pending Submission	Pending Payment	82
	8/19/2024 4:03 PM CDT	8	sharath kumar potla jr	2301 New	Pending Submission	Pending Payment	81
	8/19/2024 12:54 PM CDT	7	sharath kumar potla Jr	2301 New	Pending Submission	Pending Payment	80

The Batch Application Payment page will appear with the balances due for Notary applications.

<b>NOTARIES</b> APPLICATIONS HEARING	5 COMPLANTS REPORTS		Notary + 🚺
Batch Applicat	ion Payment		
	Checkout		
	B) completing payment, you give us permission to debit your account for the total amount due. This is permission for a single transaction only, and does not p authorization for any additional unrelated debits or credits to your account.	ovide	
	Item	Total	
	Notary Application ID 80   sharath kumar potla Jr   Application for Appointment as a Texas Notary Public	\$21.00	
	Notary Application ID 81   sharath kumar potla Jr   Application for Appointment as a Texas Notary Public	\$21.00	
	Subtotal: Service Fee (2.7%): Total:	\$42.00 \$1.13 <b>\$43.13</b>	
	• Note: Your credit card will be charged 43.13, which includes an additional 2.70% serv	ce fee of 1.13.	
	CANCEL CANCEL	Payment	
	This link will redirect you to a	n external page	

## 4. Click Proceed to Payment.

You will be directed to the Secretary of State Payment page.

5. Click **New** to enter your credit card information.

ustomer 186F223 - Iman Serbones	Transaction Amount 42.00	Currency Code USD
ayment Method 🛠		2.7 % Service fee will be charged.
3859		Fee Amount 1.13
		Submit

6. Complete the required credit card information. Click Save.



ureat Cara 🛣	Card Type 🛣 American Express	Exp MM/YYYY 🛣	
First Name 🗙	Last Name ★	Address 🚖	
Oty 🗙	Country 🚖 United States of America	State *	
Zip/Postal Code 🗙	Phone Number	Email	
Save For Me			
Back Save			

7. You will return to the Payment screen. Click **Submit** to process your payment.