

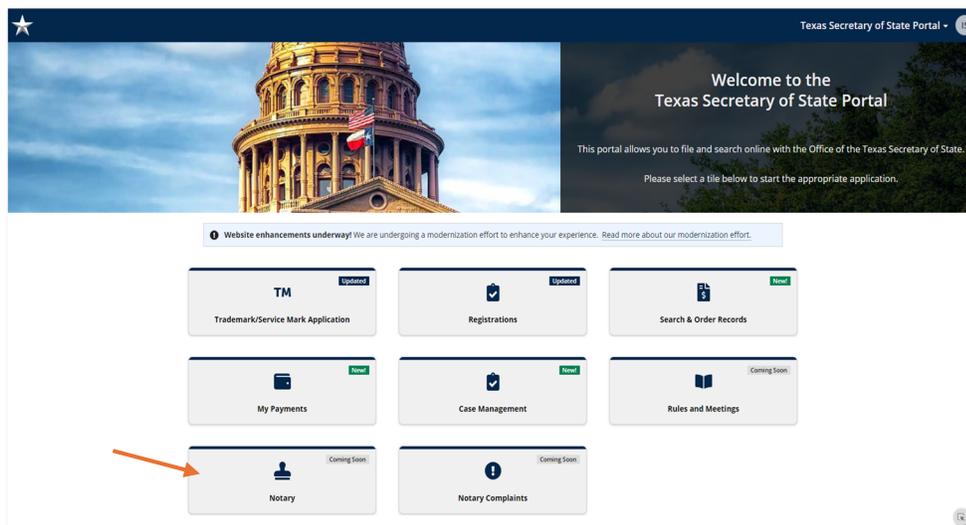


The following are instructions for an authorized Bonding Company to view the applications they submitted via our eNotary Web Service and pay for the batches of applications.

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 [SOS Portal Account Setup Guide](#).



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.



Welcome, **Iman Serbones**

Company

- My Information
- My Customers
- Submissions**
 - Batch Summary
 - Application Summary**

Application Summary

Only applications submitted within the last 90 days will display here.

3 Pending Payment	0 Pending Notary	0 Pending SOS	0 Pending SORM
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PAY NOW

Status Definitions

Applications

Q Search Applications SEARCH STATUS Any PENDING ACTION Any

Date Submitted	Batch ID	Name	Type	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.

Batch Application Payment

Checkout

By 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 provide authorization for any additional unrelated debits or credits to your account.

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:	\$42.00
Service Fee (2.7%):	\$1.13
Total:	\$43.13

Note: Your credit card will be charged 43.13, which includes an additional 2.70% service fee of 1.13.

This link will redirect you to an 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.

Customer: 986F223 - Iman Serbones

Transaction Amount: 42.00

Currency Code: USD

Payment Method: [New](#)

2.7 % Service fee will be charged.

Fee Amount: 1.13

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



Card Interface

Credit Card *	Card Type * American Express	Exp MM/YYYY * / /
First Name *	Last Name *	Address *
City *	Country * United States of America	State * ---Select---
Zip/Postal Code *	Phone Number	Email
<input type="checkbox"/> Save For Me		
Back Save		

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