## Update Digital Certificate

If you wish to update the digital certificate for your commission, you can do so by following the steps below.

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N Notary	Select a Value	
	Voluntary Surrender Traditional Commi	ssion
	Change Name	
Welcome,	Change Address	
	Update Surety Bond	
Commission	Get Started	
My Information	For more information ab	sion
My Submissions	Applicant Lost/Destroyed Notary Materials	
My Commission History	What would you like Update Digital Certificate	•
Notary Self Service	to do?	
Apply or Renew Commission		
Apply for Online Commission		START
Manage Commission		
Complaints		
Manage Complaints		
Pending Complaints		

- 1. Click Manage Commission from the Notary Self Service options.
- At the prompt, What would you like to do? Select the Update Digital Certificate option and click Start.
- 3. To update your **certificate**, **upload** your updated certificate, and click **Validate**. The page will refresh and confirm that the certificate is valid. Your information will automatically fill in if validation is successful.
- 4. To update your **notary seal**, you can either upload a new .jpg image of your notary seal or, if the seal remains unchanged, add your initials to choose the option of using your previously submitted seal. If no changes are needed, the field for uploading will be disabled.
- 5. **Sign** the form by typing your name, then submit it for approval. No payment is required for this update. Once approved, return to your Notary dashboard, where you'll see the updated certificate on your profile.

