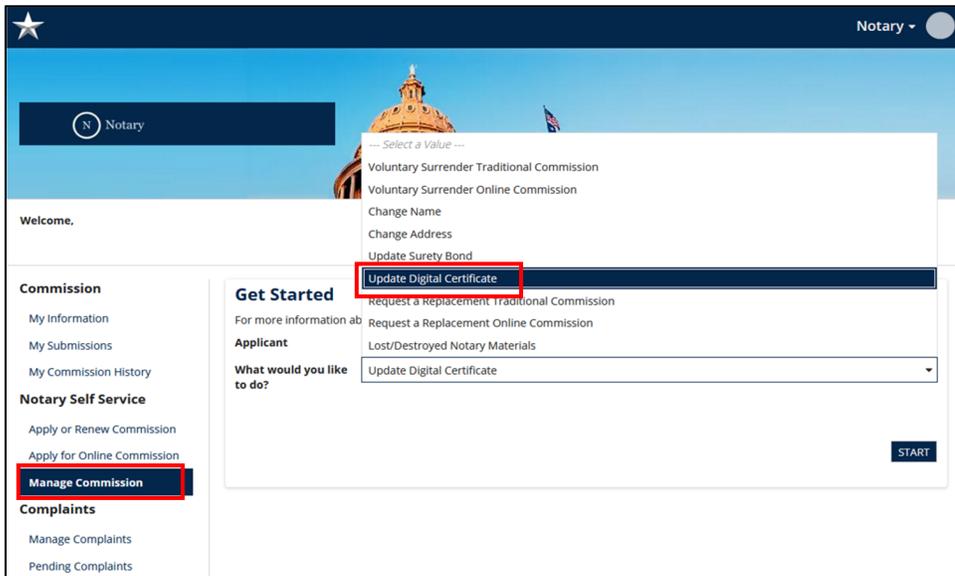# Update Digital Certificate

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

1. Click **Manage Commission** from the Notary Self Service options.

2. 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.