

## Introduction

This guide describes how a commissioned state of Texas notary public can manage their commission using the SOS Notary Portal self-service options.

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## **Manage Commission**

You must have an SOS Notary Portal account to access the self-service options for managing your Notary Public commission. See <u>Create an SOS Portal Account Guide</u> to learn more about creating or logging into your account. To perform any of the functions described in this guide, you must first login to your SOS Portal account, and select the Notary tile on the dashboard.

## **Request a Replacement Traditional or Online Commission**

If you wish to get a replacement digital certificate commission, you can do so by following the steps below.

*		Notary 🗸 🌔	
N Notary		Select a Value	
		Voluntary Surrender Traditional Commission	
		Voluntary Surrender Online Commission	
Welcome,		Change Name	
		Change Address	
		Update Surety Bond	
Commission	Concentrat [	Update Digital Certificate	
	Get Started	Request a Replacement Traditional Commission	
My Information	For more information a	Request a Replacement Online Commission	
My Submissions	Applicant	Lost/Destroyed Notary Materials	
My Commission History	What would you like to do?	Request a Replacement Traditional Commission	
Notary Self Service			
Apply or Renew Commission		_	
Apply for Online Commission		START	
Manage Commission			
Complaints			
Manage Complaints			
Pending Complaints			

- 1. Click Manage Commission from the Notary homepage.
- 2. At the prompt, **What would you like to do?**, select the **Request a Replacement Traditional Commission** option, and click **Start**.

×		Notary -
Notary > Notary Application Application for C	hange of Name as a Texas Notary Public	
Notary Information Statements	Pay Click Submit to continue to payment.	
Rider or Endorsement Review Sign		
Pay		
CANCEL BACK		SUBMIT
Statements Rider or Endorsement Review Sign Pay CANCEL BACK	Click Submit to continue to payment.	SUB

3. Click Submit to provide payment for the replacement commission fee.

v completing payment, you give us permission to deb uthorization for any additional unrelated debits or created	ilt your account for the total amount due. This is permission for a single transaction only, and does not p edits to your account.	rovide
Item		Total
Notary Application ID 413   Kim Steg   Applicat	ion for Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State	\$21.00
	Subtotal:	\$21.0
	Service Fee (2.7%): Total:	\$0.5
	<b>•</b> Note: Your credit card will be charged 21.57, which includes an additional 2.70% served as the served served served as the served served as the served served served as the served served served served as the served s	vice fee of 0.5;

4. Click Proceed to Payment to enter your payment details.

Credit card deleted.		
Customer 9B7F285 - Kim Steg	Transaction Amount 21.00	Currency Code USD
Payment Method <del>*</del>		2.7 % Service fee will be charged.
		Fee Amount 0.57
		Submit

5. Click **New** to enter a new credit card payment method.

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Card Interface		
Credit Card 🔆 41*******1111	Card Type 🔆 VISA	Exp MM/YYYY <b>*</b> 02 / 2028 /
First Name <del>x</del> Kim	Last Name <del>*</del> Steg	Address ★ 123 Main
City 🗙	Country 🛠 United States of America	State 🛠 Texas
Zip/Postal Code 🗙	Phone Number	Email ksteglichcustomer@sos.state.t
Save For Me		

6. On the Card Interface screen, enter the required credit card details and click Save.

NOTE: If you would like to save this credit card to a "Wallet" that stores the information for you so that you do not need to rekey it for future use, click the **Save for Me** checkbox.

*	Notary - KS
Application Payment	
Payment Confirmation Receipt	View Application   Download a copy of your request.
Your payment of \$21.57 (\$21.00 + \$0.57 Service Fee) is being processed. Service Fee will be processed as a separate transaction	

7. The **Application Payment** screen appears showing your receipt for payment. To download a copy of your receipt, go to the **My Payments** menu option in the upper left dropdown menu that says Notary.

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