



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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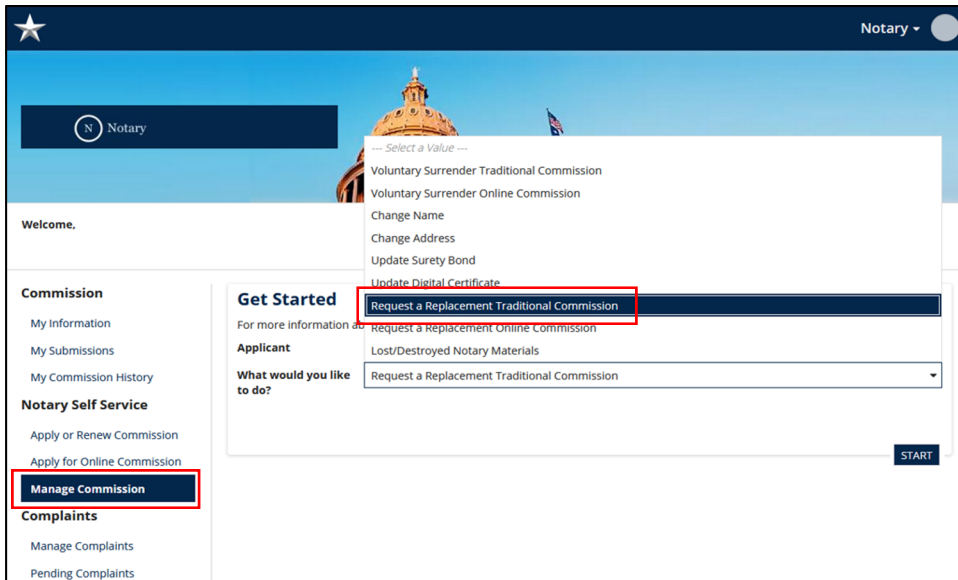
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Manage Commission

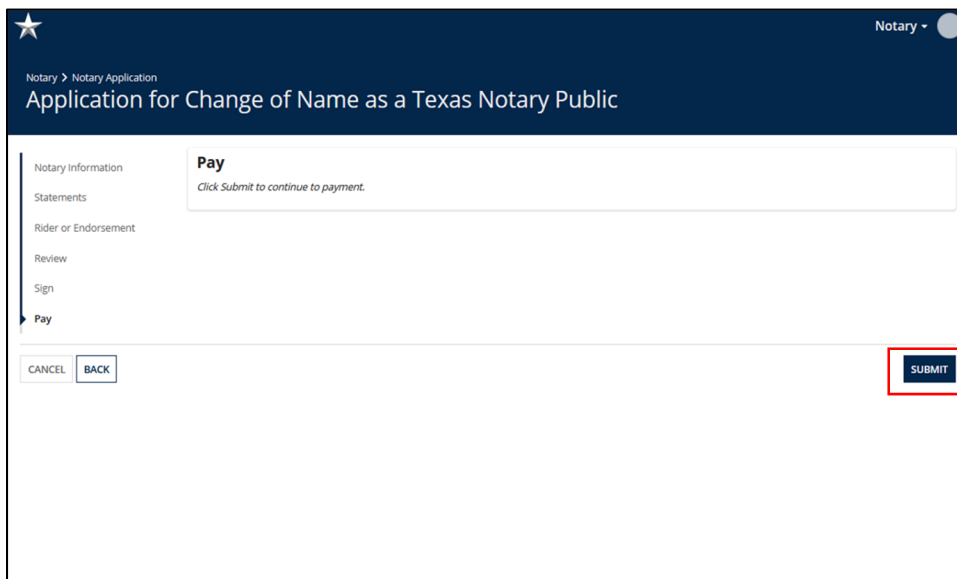
*You must have an SOS Notary Portal account to access the self-service options for managing your Notary Public commission. See **Create an SOS Portal Account Guide** to learn more about creating or logging into your account. To perform any of the functions described in this guide, you must first login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



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**.



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



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 413 Kim Steg Application for Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State	\$21.00
Subtotal:	\$21.00
Service Fee (2.7%):	\$0.57
Total:	\$21.57

Note: Your credit card will be charged 21.57, which includes an additional 2.70% service fee of 0.57.

This link will redirect you to an external page

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 *		2.7 % Service fee will be charged.
New		Fee Amount 0.57
<input type="button" value="Submit"/>		

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



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

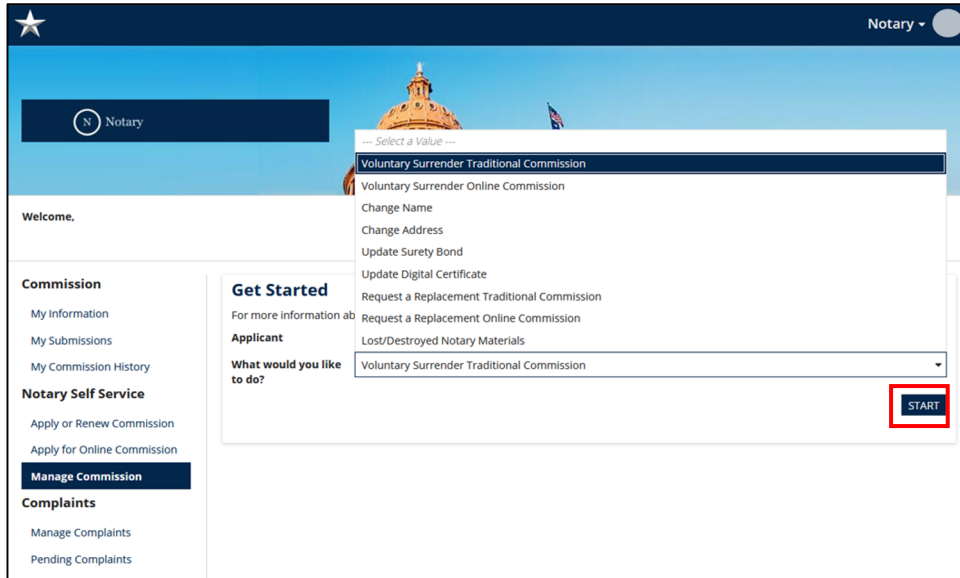
NOTE: If you would like to save this credit card to a “Wallet” that stores the information for you so that you do not need to rekey it for future use, click the **Save for Me** checkbox.

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.



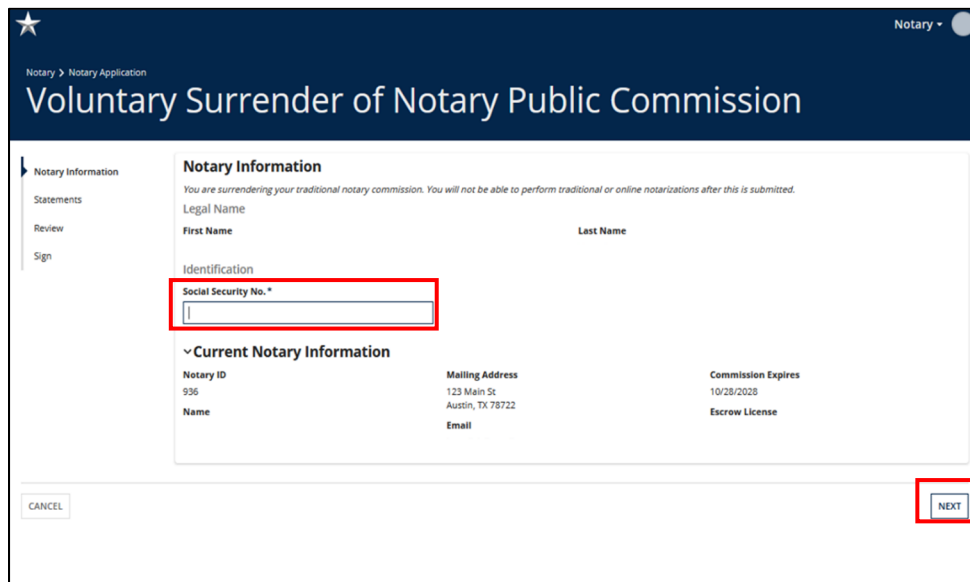
Voluntary Surrender Traditional or Online Commission

If you wish to voluntarily surrender your traditional commission, you can do so by following the steps below.



The screenshot shows the Notary Self Service interface. A dropdown menu is open, listing various actions. The option 'Voluntary Surrender Traditional Commission' is selected and highlighted. Below the dropdown, a 'START' button is visible and highlighted with a red box. The interface includes a navigation sidebar on the left with categories like 'Commission', 'Notary Self Service', and 'Complaints'. The main content area has a 'Get Started' section with a 'What would you like to do?' dropdown menu.

1. Click **Manage Commission** from the Notary Self Service options.
2. At the prompt, **What would you like to do?** Select the **Voluntary Surrender Traditional Commission** option, and click **Start**.



The screenshot shows the 'Voluntary Surrender of Notary Public Commission' form. The form is titled 'Voluntary Surrender of Notary Public Commission' and includes a 'Notary Information' section. The 'Social Security No.' field is highlighted with a red box. Below this, there is a 'Current Notary Information' section with fields for Notary ID, Mailing Address, Commission Expires, Name, and Email. A 'NEXT' button is highlighted with a red box at the bottom right of the form. The form also includes a 'CANCEL' button at the bottom left.

3. Review the **Notary Information** on the entire webpage. If correct, then enter your **Social Security No.**, and click **Next**. *Important: You will not be able to perform traditional or online*



notarizations after this is submitted.

The screenshot shows the 'Voluntary Surrender of Notary Public Commission' form. The title is 'Voluntary Surrender of Notary Public Commission'. The page is titled 'Statements'. The main content is 'Statement of Traditional Voluntary Surrender'. Below this, it says 'Initials represent agreement to these statements.' There are three rows of text, each with an 'Initial' label and a red-bordered input box. The first row says 'I surrender my Texas notary public commission. I understand that I am no longer authorized to perform the acts of a Texas notary public.' The second row says 'My original notary public commission has been destroyed.' The third row says 'My Texas notary public seal/stamp has been destroyed.' At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

4. Carefully read the **Statements** and type your initials in the three designated areas to certify that information as true and correct. Know that your initials represent agreement to these statements and click **Next**.

The screenshot shows the 'Voluntary Surrender of Notary Public Commission' form. The title is 'Voluntary Surrender of Notary Public Commission'. The page is titled 'Review'. The main content is 'Review'. Below this, it says 'Application'. The application is 'Voluntary Surrender of Notary Public Commission'. The form number is 2303. The notary information is: Notary ID 936, Name, Social Security No., Commission Expiration 10/28/2028. At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

5. Carefully review your entries to assure the accuracy of the **Notary Information**, and click **Next**.



Notary > Notary Application

Voluntary Surrender of Notary Public Commission

Statements
Review
Sign

Sign

Execution
I declare under penalty of perjury that the facts in the foregoing Statement of Voluntary Surrender are true and correct.

Date
Oct 29, 2024

Signature*

CANCEL BACK SUBMIT

6. Confirm your understanding of the **Execution** statement by typing your full legal name into the Signature box provided and click **Submit**.

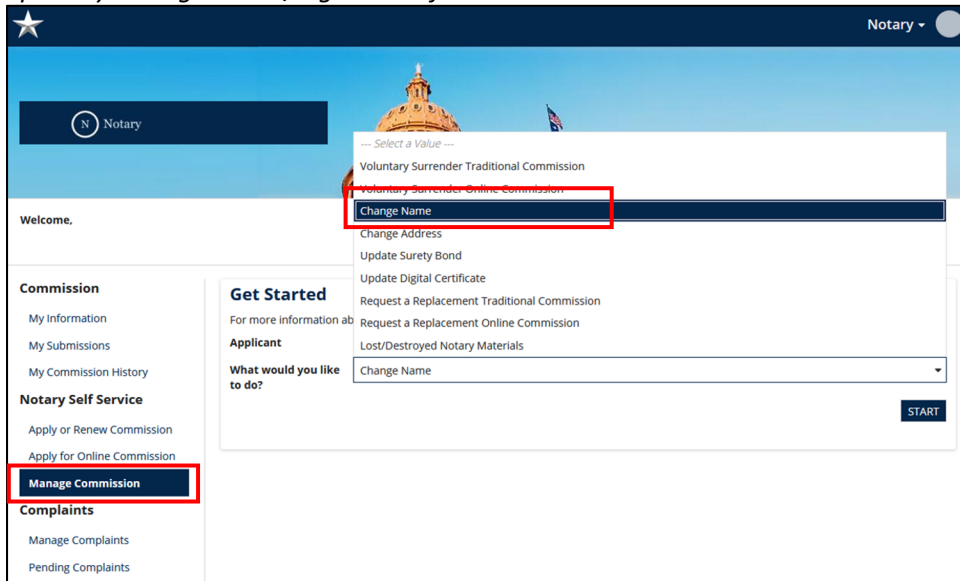
NOTE: If you are currently commissioned as an online notary public and surrender your traditional notary commission, you will be required to surrender both the online and traditional notary public commissions.



Change Name

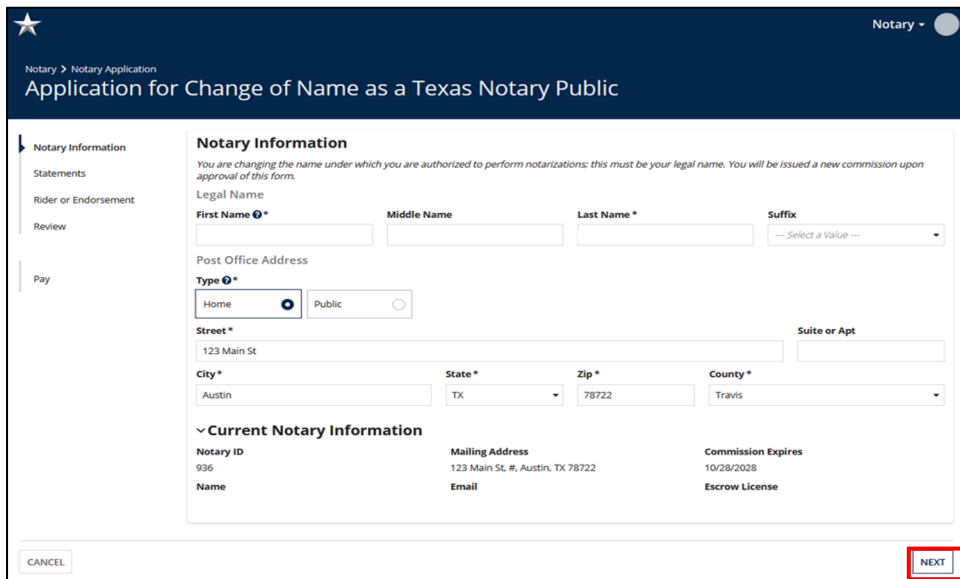
If you wish to change your name on your commission, you can do so by following the steps below.

NOTE: If you are commissioned as both a traditional AND on online notary, this name change request will change the name on both commissions. For online notaries, you will also be directed to update your digital seal/digital certificate.



The screenshot shows the Notary Self Service interface. On the left, the 'Manage Commission' option is highlighted with a red box. A dropdown menu is open, showing 'Change Name' as the selected option, also highlighted with a red box. Other options in the dropdown include 'Change Address', 'Update Surety Bond', 'Update Digital Certificate', 'Request a Replacement Traditional Commission', 'Request a Replacement Online Commission', and 'Lost/Destroyed Notary Materials'. A 'START' button is visible at the bottom right of the dropdown menu.

1. Click **Manage Commission** from the Notary Self Service options.
2. At the prompt, **What would you like to do?** Select the **Change Name** option and click **Start**.



The screenshot shows the 'Application for Change of Name as a Texas Notary Public' form. The 'Notary Information' section is highlighted with a red box. It contains fields for 'Legal Name' (First Name, Middle Name, Last Name, Suffix), 'Post Office Address' (Type, Street, Suite or Apt, City, State, Zip, County), and 'Current Notary Information' (Notary ID, Name, Mailing Address, Email, Commission Expires, Escrow License). A 'NEXT' button is highlighted with a red box at the bottom right.

3. Fill out your **Notary Information** with the **Legal Name** for the name change. Enter your **Post Office Address** information, and click **Next**. The **Current Notary Information** section located near the bottom of the webpage displays your existing notary record information. Click **Next** to continue.



Notary > Notary Application

Application for Change of Name as a Texas Notary Public

Notary Information

Statements

Rider or Endorsement

Review

Sign

Pay

Statements

Statement Regarding Commission

A: My original notary public commission has been destroyed and will perform all future acts under the name specified above.

B: no longer have my original notary public commission and will perform all future acts under the name specified above.

CANCEL BACK NEXT

4. Read the following **Statements** and select the option that is true and correct regarding your notary public commission status and click **Next**.

Notary > Notary Application

Application for Change of Name as a Texas Notary Public

Notary Information

Statements

Rider or Endorsement

Review

Sign

Pay

Rider or Endorsement

Please submit a copy of your rider or endorsement from the bonding company that executed your original bond; this document must state your current commission name and indicate the name you are changing to.

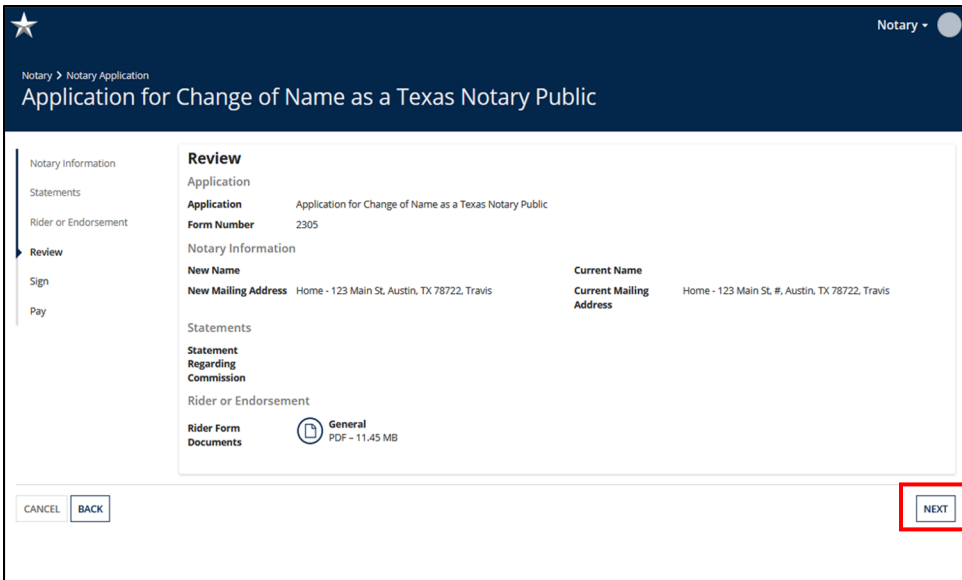
Upload Rider Form: *

Drop files here

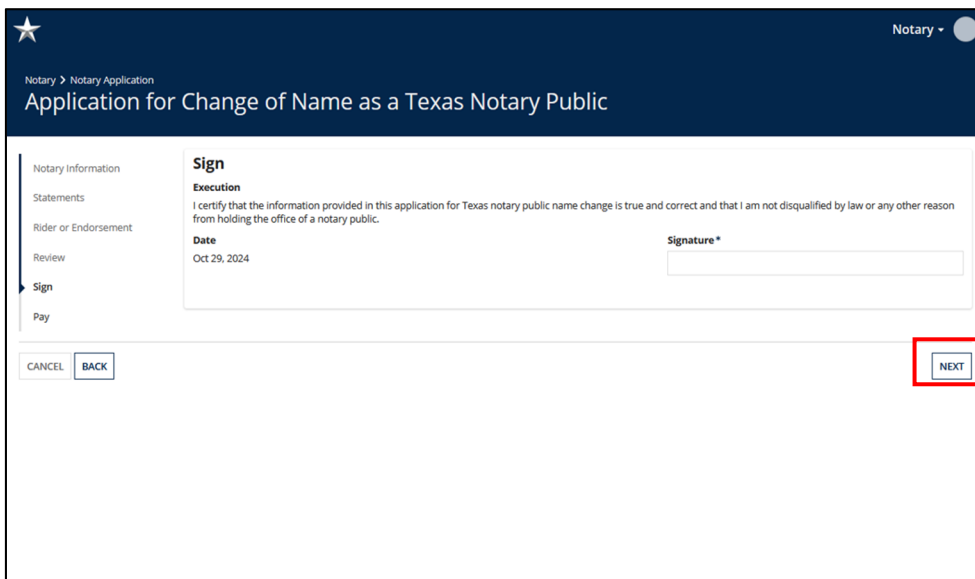
CANCEL BACK NEXT

5. Upload a digital copy of the **Rider or Endorsement** from the bonding company that guarantees your notary public commission by either clicking the Upload button or drag/drop the file into the space provided. **Be sure to upload the document(s) that identify both your current legal name and the legal name change for your notary public commission**, and click **Next**.





- Carefully review your entries to assure the accuracy of the **Notary Information, Rider or Endorsement**, and uploaded documents. Click **Next** to continue.



- Confirm your understanding of the **Execution** statement by typing your full legal name into the Signature box provided and click **Next**.



8. On the Pay screen, click **Submit** to submit a payment for the fee.

Item	Total
Notary Application ID 413 Kim Steg Application for Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State	\$21.00
Subtotal:	\$21.00
Service Fee (2.7%):	\$0.57
Total:	\$21.57

Note: Your credit card will be charged 21.57, which includes an additional 2.70% service fee of 0.57.

9. 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 *

New

2.7 % Service fee will be charged.

Fee Amount
0.57

Submit

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

Card Interface

Credit Card *	Card Type * VISA	Exp MM/YYYY * 02 / 2028
First Name *	Last Name *	Address *
City *	Country * United States of America	State * Texas
Zip/Postal Code *	Phone Number	Email

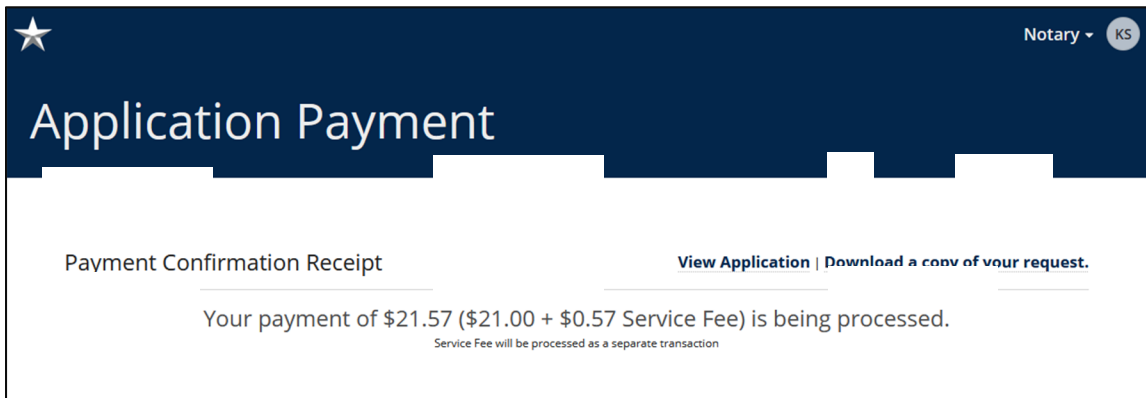
Save For Me

Back Save

Cookies

11. 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.

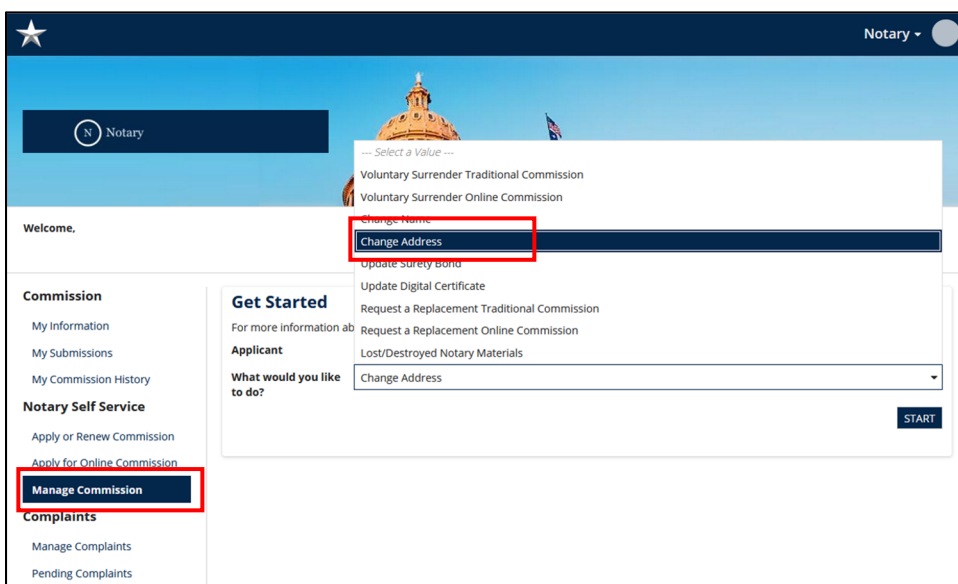




12. The **Application Payment** screen appears showing your receipt for payment.

Change Address (Mailing and/or Email)

If you wish to change your address 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 **Change Address** option, and click **Start**.



Notary > Notary Application

Notary Public Change of Address

Notary Information

Review

Sign

Notary Information
 You must be able to receive mail at this address. This address is subject to public information requests.

Identification
 Social Security No. *

New Mailing Address
 Type *
 Home Public

Street *
 123 Main St Suite or Apt

City *
 Austin

State *
 TX

Zip *
 78722

County *
 Travis

Contact Information
 Email *
 Confirm Email *

▼ **Current Notary Information**

Notary ID 936	Mailing Address 123 Main St, #, Austin, TX 78722, Travis	Commission Expires 10/28/2028
Name	Email	Escrow License

CANCEL **NEXT**

3. On the **Notary Information** page, enter your **Social Security No.** as Identification. Enter your **New Mailing Address** and **Contact information** and click **Next**.

Notary > Notary Application

Notary Public Change of Address

Notary Information

Review

Sign

Review

Application
 Notary Public Change of Address

Form Number
 2302

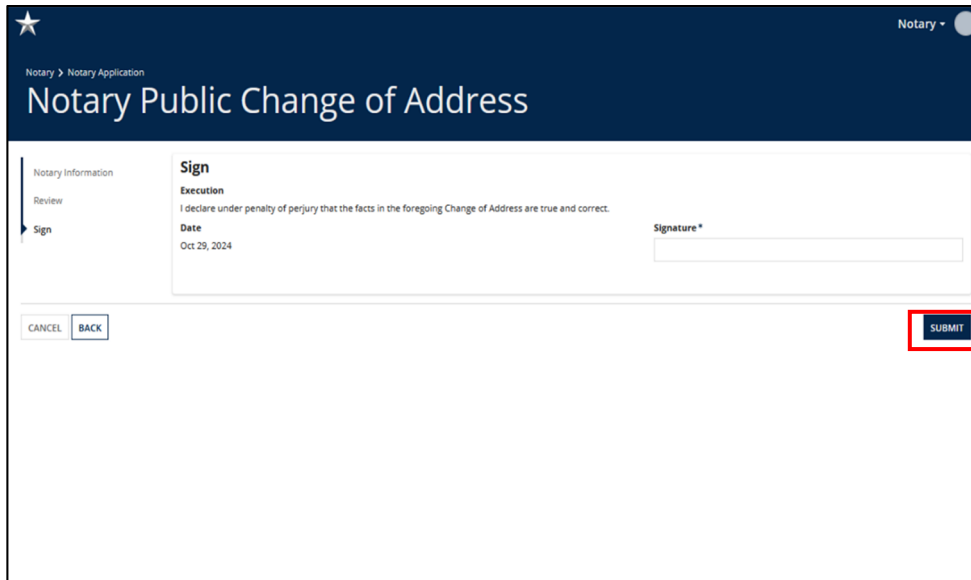
Notary Information

Name	Social Security No.
New Mailing Address Home - 123 Main St, Austin, TX 78722, Travis	Current Mailing Address Home - 123 Main St, #, Austin, TX 78722, Travis
New Email	Current Email

CANCEL BACK **NEXT**

4. Carefully review your entries to assure accuracy of updated **Notary Information** such as **New Mailing Address** and **New Email**, and click **Next**.

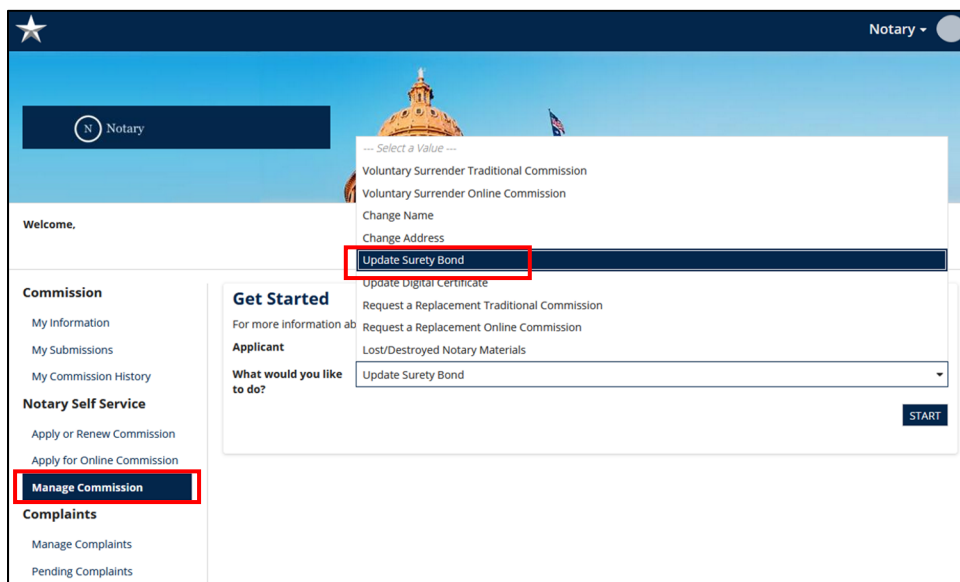




5. Confirm your understanding of the **Execution** statement by typing your full legal name into the Signature box provided and click **Submit**.

Update Surety Bond

If you wish to update the surety bond 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 Surety Bond** option and click **Start**.



Notary > Notary Application

Notary Surety Bond Update

Bond

A notary public must secure a \$10,000 surety bond licensed in Texas to issue fidelity and surety bonds. Please upload a completed, legible Form 2301B that is signed by an authorized person for the surety agency.

Upload Proof of Bond (2301B):

General PDF - 11.45 MB

Surety Company *

Bond Number *

12345

Agency Name *

Agency Code

1025

Agency Street Address *

123 Main

Suite or Apt

City *

Austin

State *

TX

Zip *

78722

Bond Date *

mm/dd/yyyy

CANCEL

NEXT

- At the top of the **Bond** page, **Upload** your Proof of Bond form by either clicking the Upload button or selecting the file on your computer or drag/drop the file into the space provided on the screen.
Important: You must upload a completed and easy to read copy of Form 2301B with a signature from an authorized person of the surety agency. Complete the Agency Name and Address information and enter your **Bond Date**, and click **Next**.

Notary > Notary Application

Notary Surety Bond Update

Review

Application

Notary Surety Bond Update

Form Number

2301-B

Current Bond

Bond Number

12345

Surety Company

Agency

Agency Address

123 Main

Austin TX 78722

New Bond

Bond Number

12345

Surety Company

Agency

Agency Address

123 Main
Austin TX 78722

CANCEL

BACK

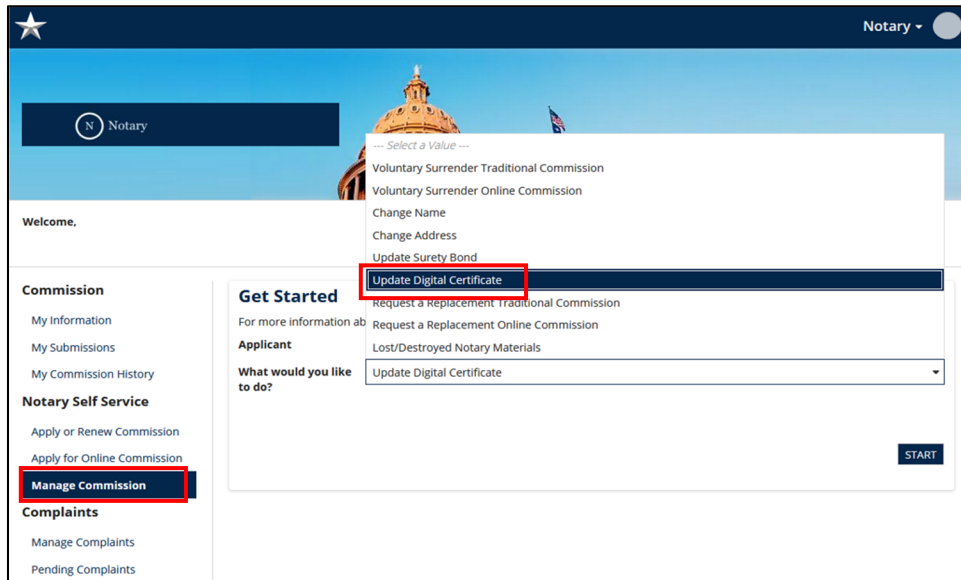
SUBMIT

- Carefully review your entries to assure the accuracy of the **New Bond** information, and click **Submit**.



Update Digital Certificate

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

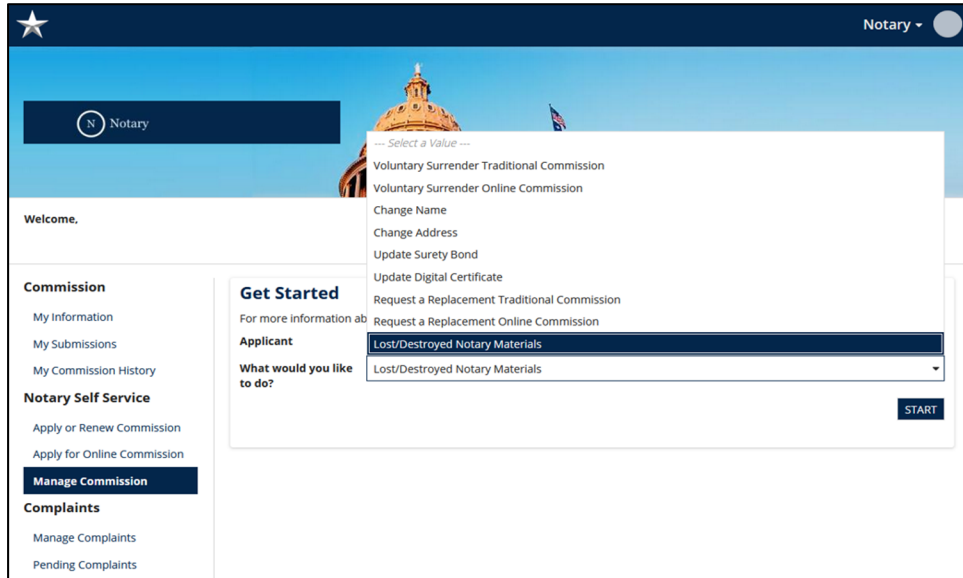


1. Click **Manage Commission** from the Notary Self Service options.
2. At the prompt, **What would you like to do?** Select the **Update Digital Certificate** option and click **Start**.
3. To update your **certificate**, **upload** your updated certificate, and click **Validate**. The page will refresh 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.

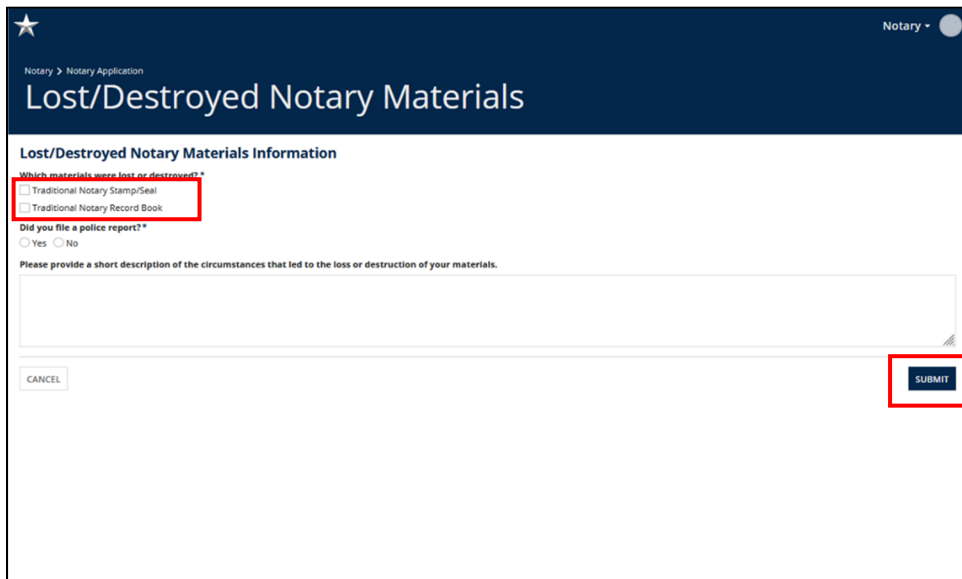


Lost/Destroyed Notary Materials

If you wish to report your Notary materials as lost or destroyed, you can do so by following the steps below.

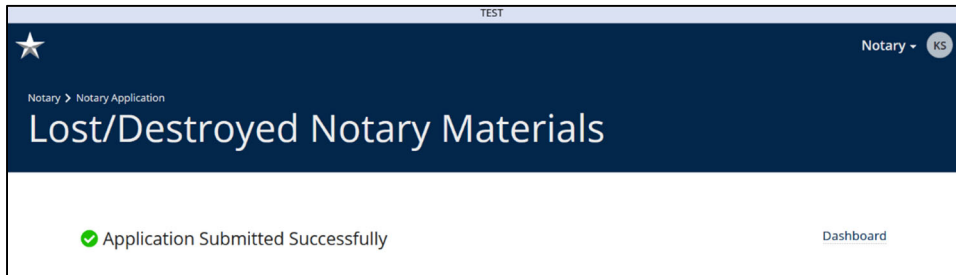


1. Click **My Submissions** from the Notary homepage.
2. At the prompt, **What would you like to do?** Select the **Lost/Destroyed Notary Materials** option, and click **Start**.



3. Select the options that apply on which items were lost or destroyed. Indicate if you have filed a police report and include a brief description of what happened in the open text field, add any police report details if available, and click **Submit**.





Your report will be submitted to our office.

View My Submissions History

You must have an SOS Notary Portal account to view your submissions for managing your Texas notary commission. See [Create an SOS Portal Account Guide](#) 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.

My Submissions

If you wish to view your submissions to manage your Texas notary commission, you can do so by following the steps below.

Notary - KS

Commission

- My Information
- My Submissions**
- My Commission History

Notary Self Service

- Apply or Renew Commission
- Apply for Online Commission
- Manage Commission

Complaints

- Manage Complaints
- Pending Complaints

Revocation

- Manage Revocations

Information Requests

- Request Information
- Make Payment

My Submissions

Go To	Name	Type	Signed	Paid	All Documents	Status
507150770001	Kim Steg	Lost/Destroyed Notary Materials	Yes		Yes	Approved
507150620001	Kim Steg	Notary Public Application	Yes	Paid	Yes	Approved
507150600001	Kim Steg	Notary Public Application	Yes	Unpaid	Yes	Pending Submission
507150530001	Kim Steg	Voluntary Surrender (Traditional)	Yes		Yes	Approved
507150380001	Kim Steg	Notary Public Application	Yes	Paid	Yes	Approved

5 items

To download a copy of your receipt, please visit My Payments website.

1. Select **My Submissions** from the Notary menu, and the list of any submissions you have made for your Notary commission will be displayed.

2. Click on the **“Go To”** link next to a submission record to view the details.



3. From the Application screen you can view the details of your submission.

Request a Certified Copy of Your Application

To request a certified copy of your application, follow these steps.

My Submissions

Go To	Name	Type	Signed	Paid	All Documents	Status
507150770001	Kim Steg	Lost/Destroyed Notary Materials	Yes		Yes	Approved
507150620001	Kim Steg	Notary Public Application	Yes	Paid	Yes	Approved
507150600001	Kim Steg	Notary Public Application	Yes	Unpaid	Yes	Pending Submission
507150530001	Kim Steg	Voluntary Surrender (Traditional)	Yes		Yes	Approved
507150380001	Kim Steg	Notary Public Application	Yes	Paid	Yes	Approved

5 items

To download a copy of your receipt, please visit My Payments website.

1. Click on the **My Submissions** self service option, and find your application submission record in the displayed list.

Application 507150620001

Application Information

Status	Approved	Payment Status	Paid	Created By	Kim Steg
Type	Notary Public Application	Payment Record	Batch #50715063	Created On	10/31/2024 12:07 PM CDT
Form Number	2301-E	Submission Method	Webform	Modified By	Kim Steglich
		Statement of Eligibility	Option A	Modified On	11/4/2024 8:14 AM CST
		Returned Check Tracking Number		Application Tracking Number	507150620001

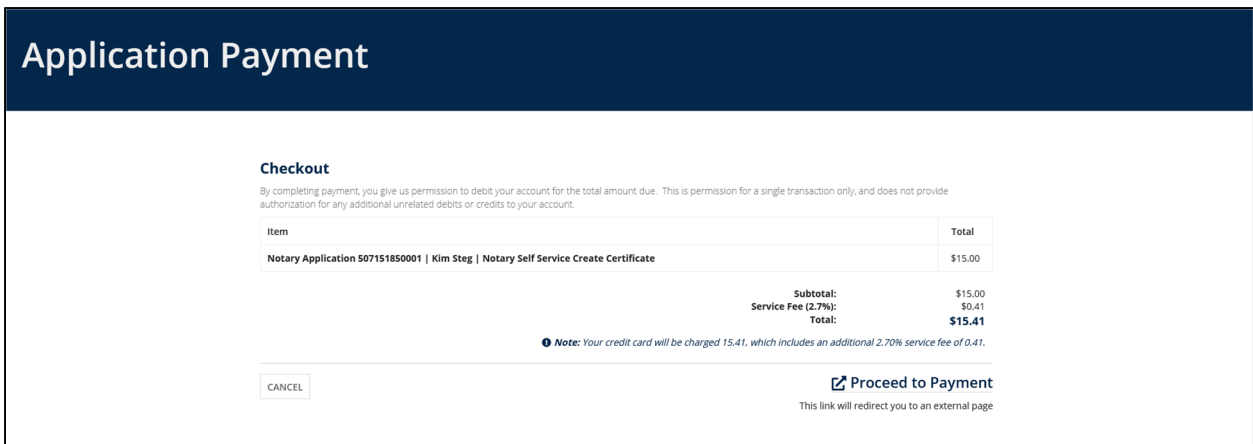
Application Information

Name	Kim Steg	Surety Company	Texas Employers Casualty Company	Effective Date	10/31/2024
Address Type	Home	Bond Number	123456	Expire Date	10/31/2028
Mailing Address	111 Main St. Austin, TX 78722	Bond Date	10/15/2024	Online Notary?	No
County	Travis	Escrow License		Online Effective Date	N/A
		Escrow State		Online Expire Date	N/A
		Agency	Bond - AAA Surety Company	Online Cert Effective Date	N/A
		Agency Address	123 Main Austin, MO 78722	Online Cert End Date	N/A

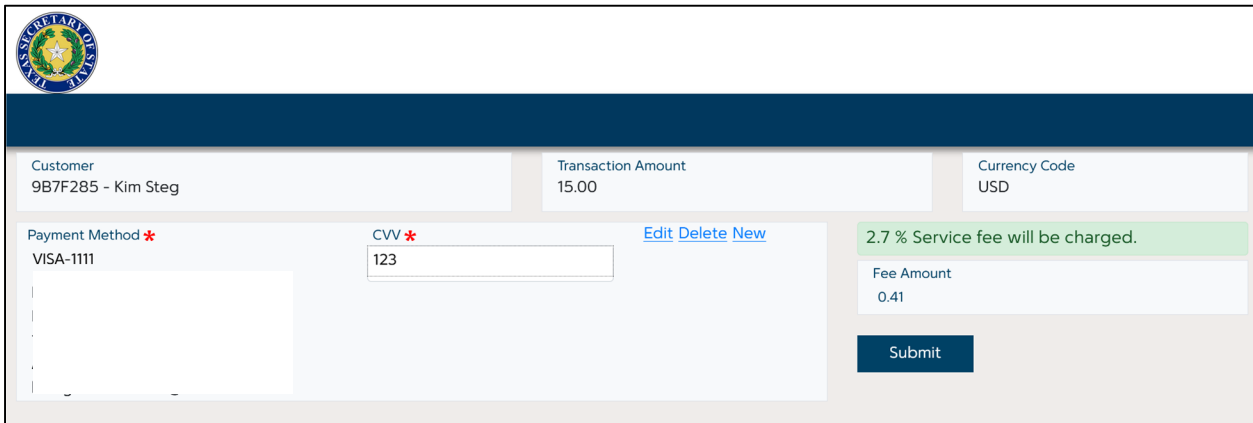
Current Commission Details

2. Click the **Request Certified Copy** button in the upper right corner of the screen. Our office will process your request and you will receive your certified copy in the mail.

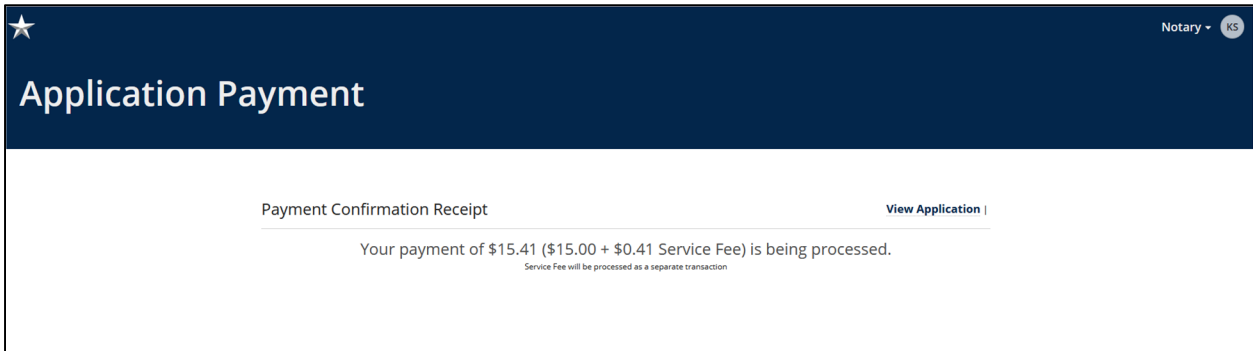




3. Click the **Proceed to Payment** button to make your payment.



4. Enter your payment information and click **Submit**.



5. You will see the confirmation receipt for your payment.

My Commission History

If you wish to view your commission history records for your Texas notary commission, you can do so by following the steps below.

Commission

- My Information
- My Submissions
- My Commission History**

Notary Self Service

- Apply or Renew Commission
- Apply for Online Commission
- Manage Commission

Complaints

- Manage Complaints
- Pending Complaints

My Commission History

Name	Type	Effective Date	Expiration Date
Kim Steg	Lost/Destroyed Notary Materials Notice	10/31/2024	10/31/2028
Kim Steg	Commissioned Notary Public	10/31/2024	10/31/2028
Kim Steg	Traditional Commission Voluntarily Surrendered	10/30/2024	10/30/2024
Kim Steg	Commission Download	10/30/2024	10/30/2028
Kim Steg	Commissioned Notary Public	10/30/2024	10/30/2028

5 items

1. Select **My Commission History** from the Notary menu, and the list of updates or changes to your commissions will be displayed.

