



## Introduction

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

## Contents

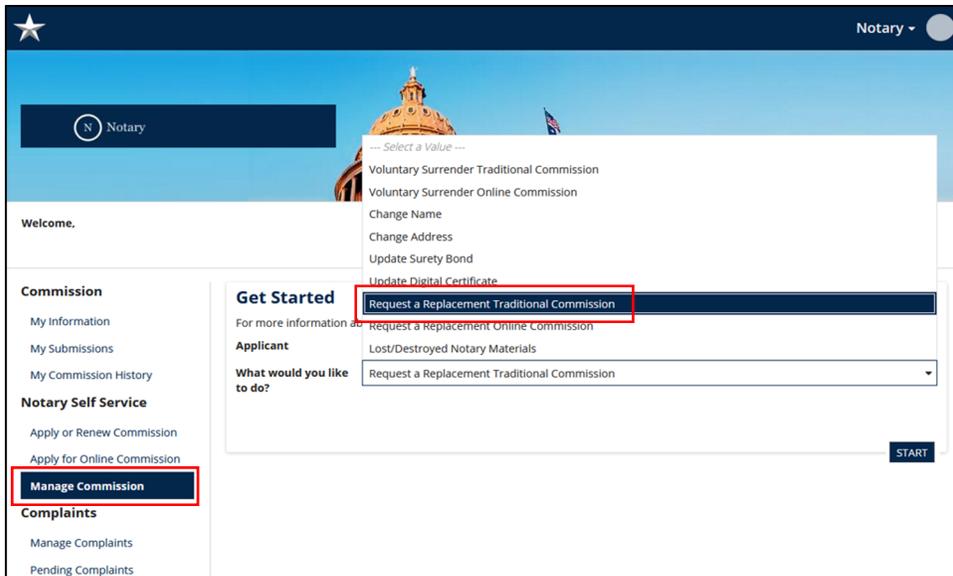
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## Manage Commission

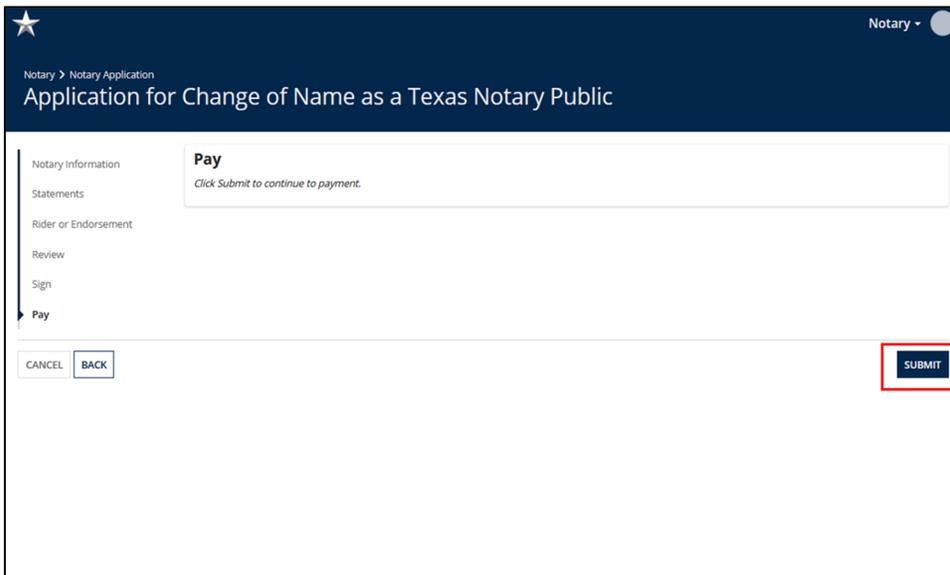
*You must have an SOS Notary Portal account to access the self-service options for managing your Notary Public commission. See **Create an SOS Portal Account Guide** to learn more about creating or logging into your account. To perform any of the functions described in this guide, you must first login 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
<b>Subtotal:</b>	\$21.00
<b>Service Fee (2.7%):</b>	\$0.57
<b>Total:</b>	<b>\$21.57</b>

**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.
<a href="#">New</a>		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.

