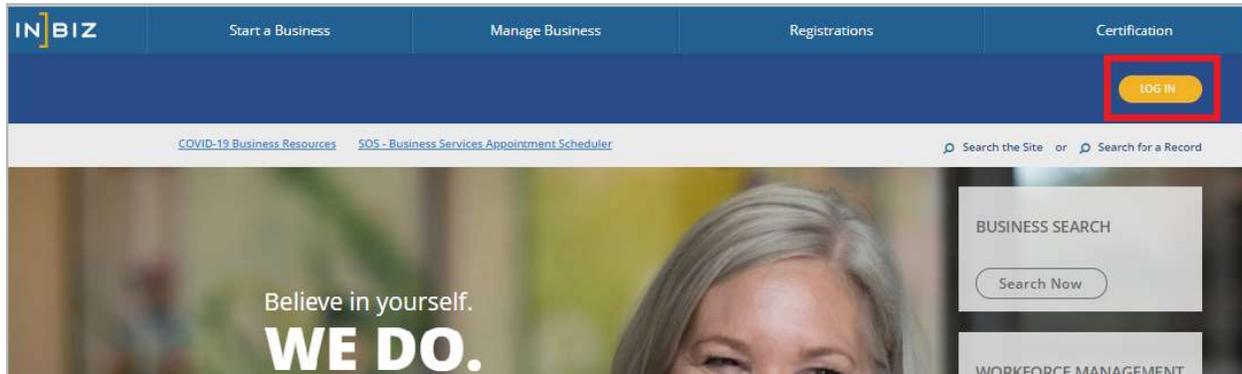




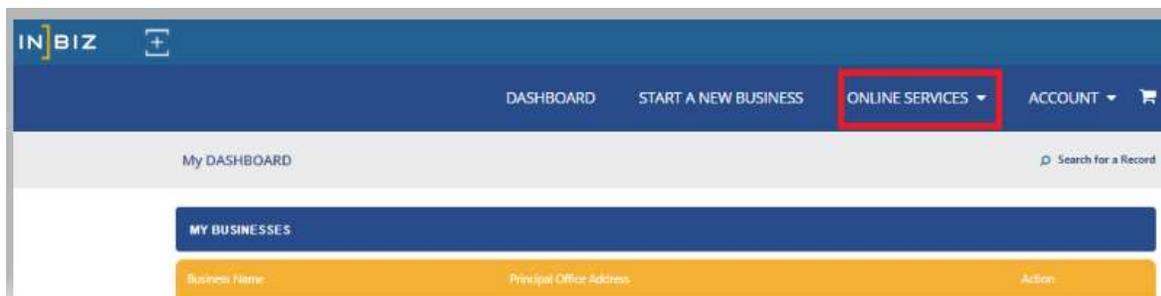
## Add a License & Access Continuing Education

1. Go to [INBiz.in.gov](http://INBiz.in.gov)
2. Click **Log In** (in the upper right-hand corner)



3. Enter your email and password and click **Sign In** or create an account
  - a. If you do not have an account, click **Sign Up Now**

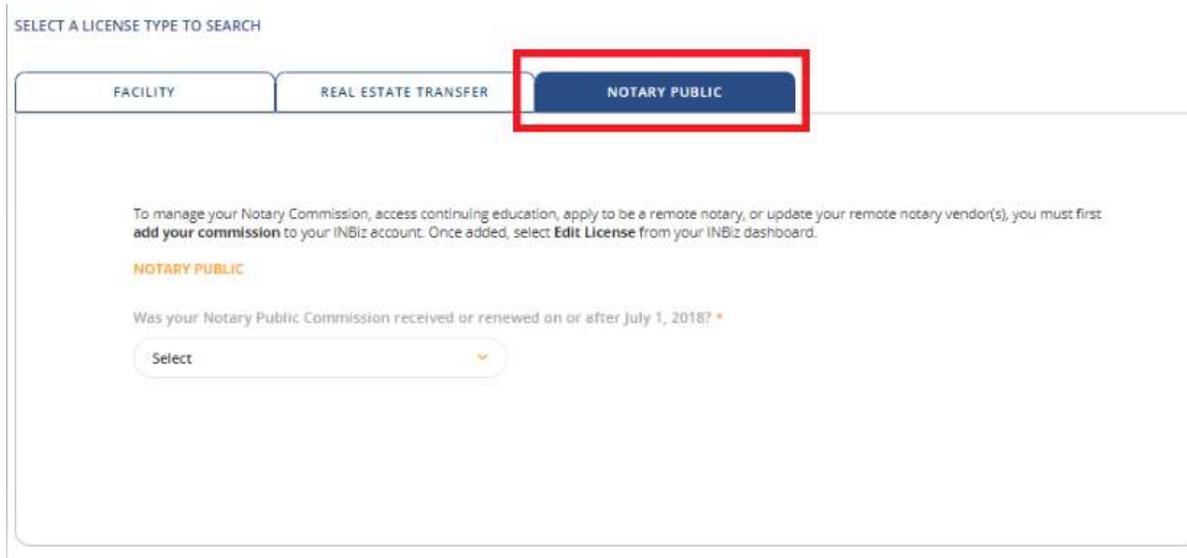
4. From your Dashboard, hover over **Online Services**



5. From the dropdown menu, click **Add Your License**



6. Under SELECT A LICENSE TYPE TO SEARCH, click **NOTARY PUBLIC**



7. Was your Notary Public Commission Received or renewed on or after July 1, 2018? Select **No**

8. Enter your **Commission (License) Number**

a. If you do not know your License Number, use the **Search Here** function below the box

9. Enter in your **Registration Code**

a. If you do not have the registration code, click **GET REGISTRATION CODE**

i. The system will send an email to your email on file containing your Registration Code

## 10. Click **Add**

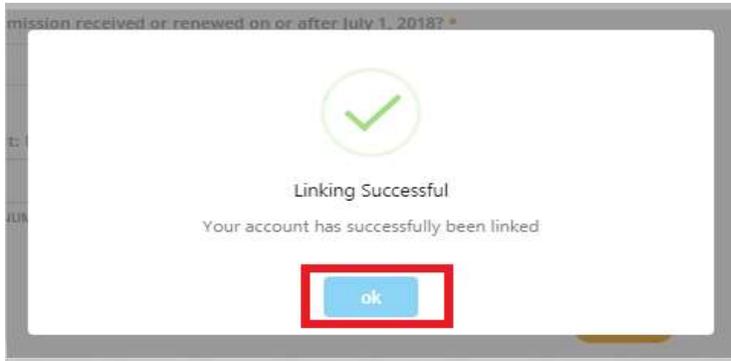
The screenshot shows the 'NOTARY PUBLIC' section of the INBiz dashboard. At the top, there are three tabs: 'FACILITY', 'REAL ESTATE TRANSFER', and 'NOTARY PUBLIC'. Below the tabs, there is a message: 'To manage your Notary Commission, access continuing education, apply to be a remote notary, or update your remote notary vendor(s), you must first add your commission to your INBiz account. Once added, select **Edit License** from your INBiz dashboard.'

Below the message, there is a section titled 'NOTARY PUBLIC' with a question: 'Was your Notary Public Commission received or renewed on or after July 1, 2018?'. The answer is 'No'.

There are two input fields: 'Commission Number (Format: NP0XXXXXXXX) \*' with the value 'NP0#####' and 'Registration Code \*' with the value '#####'. Below these fields are links: 'DONT KNOW YOUR COMMISSION NUMBER? [SEARCH HERE](#)' and 'DONT KNOW YOUR REGISTRATION CODE? ENTER COMMISSION NUMBER AND [GET REGISTRATION CODE](#)'.

At the bottom right, there is a 'RESET' link and an 'Add' button, which is highlighted with a red box.

11. A pop-up alert will confirm that the license was added. Click **Ok** to return to the Dashboard.



12. A Licenses grid has been added to your INBiz dashboard. Click **Edit License**. (Note: If you have multiple licenses associated to your INBiz account, you may need to click **View All** to locate your notary commission.)

The screenshot shows the 'My DASHBOARD' page. At the top, there is a search bar and a 'Search for a Record' button. Below that, there is a 'MY BUSINESSES' section with a table of business information. Below the table, there is a 'Follow a Business' button.

Below the 'MY BUSINESSES' section, there is a 'LICENSES' section with a 'View All' button. Below the 'View All' button, there is a table of licenses. The table has columns: 'License Name', 'License Number', 'License Status', 'License Type', and 'Action'. The 'Action' column for the 'Notary Public' license has an 'EDIT LICENSE' button, which is highlighted with a red box.

Below the 'LICENSES' section, there is an 'Add Your License' button. At the bottom, there are several buttons for 'MESSAGES', 'IN PROGRESS', 'REJECTED', 'DOCUMENTS', 'COMPLETED', and 'PAYMENTS'.

### 13. Click Continuing Education

The screenshot shows the 'Edit Your License' page for Stephanie M Abbott. The sidebar on the left contains several menu items: License Details, Documents, Mailing Address Update, Order Duplicate, License Update, Remote Notary, Continuing Education (highlighted with a red box), and Renew. The main content area is titled 'STEPHANIE M ABBOTT' and 'LICENSE DETAILS'. It displays the following information:

Full Name:	[REDACTED]	License Number:	[REDACTED]
Address:	[REDACTED]	License Type:	Notary Public
Phone Number:	5555555555	License Status:	Active
Email Address:	[REDACTED]	Profession:	Notary Public
Issue Date:	09/07/2014	Expiration Date:	09/06/2022
		Continuing Education Due Date:	09/30/2020

Below this information, there is a section for 'Remote Notary' with the following details:

- Remote Notary Authorization Number:
- Remote Notary Expiration Date:
- Remote Notary Status: Pending Application

A link at the bottom right of the license details section reads: 'Access the Continuing Education tab complete your continuing education.'

### 14. Click Continuing Education Course

The screenshot shows the 'Edit Your License' page for Stephanie M Abbott. The sidebar on the left has 'Continuing Education' selected and highlighted in orange. The main content area is titled 'STEPHANIE M ABBOTT' and 'CONTINUING EDUCATION'. It contains the following text:

All Notaries Public are required to complete a continuing education course every two (2) years. You may access the course by clicking the button to the right titled, "Continuing Education Course." Failure to complete the continuing education course before your Continuing Due Date will result in the expiration of your Commission.

Below this text, the 'CONTINUING EDUCATION DUE DATE' is listed as 09/30/2020. A yellow button labeled 'Continuing Education Course' is highlighted with a red box on the right side of the page.

### 15. Click NEXT STEP

The screenshot shows the IN.gov website. The top navigation bar includes the IN.gov logo and a 'MENU' dropdown with the following items: DEMOGRAPHICS, Finish, MyLicense Home Page, INBiz Dashboard, and Logout. The main content area is titled 'Purchase Notary Continuing Education'. Below the title, there is a message: 'To proceed to payment for your Notary Continuing Education Course, please click the 'Next Step' link below.' A yellow button labeled 'NEXT STEP ---' is highlighted with a red box.

## 16. Click **Edit** to verify and update your information

### Mailing Address Information

Press the **Edit button** to edit this address. If no changes are necessary, press the **Complete button** to mark this step complete.

**Full Name:** [REDACTED]  
**Address:** [REDACTED]

**Phone:** 5555555555  
**Email:** email@example.com

**Edit**

## 17. Once you have provided the required information and any update, click **Update**

### NOTARY PUBLIC NAME

Review the fields below to confirm that they are as you would like them to appear on your notary stamp/seal.

\*First Name: [REDACTED]  
\*Middle Name: [REDACTED]  
\*Last Name: [REDACTED]  
\*Suffix: [REDACTED]

### DATE OF BIRTH

\*DOB: [REDACTED]  
ex. 02/02/2000  
\*SSN: [REDACTED]

### ADDRESS

\*Country: United States  
\*Line1: [REDACTED]  
ex. 123 Fourth St.  
\*Line 2: [REDACTED]  
ex. Apt. 100  
\*City: AVON  
\*County: Hendricks  
\*State: IN  
\*ZipCode: 46123  
ex. 02705 or 027051234

\*Phone: 5555555555  
ex. 3015551212  
\*Fax: [REDACTED]  
ex. 3015551212  
\*Cell: [REDACTED]  
ex. 3015551212  
\*Email: email@example.com  
ex. user@domain.com

**Update**

## 18. Click **Complete**

### Mailing Address Information

Press the **Edit button** to edit this address. If no changes are necessary, press the **Complete button** to mark this step complete.

**Full Name:** STEPHANIE M ABBOTT  
**Address:** 1858 SOUTH STATE ROAD 267  
AVON, IN 46123  
**Phone:** 5555555555  
**Email:** email@example.com

**Edit** **Complete**

## 19. Review your information, if accurate, proceed by clicking **Pay Fees**

Please review the information carefully to ensure it is correct, and click the **pay fees** button.

### CE RECORD

**Notary Public CE**

Profession:	Notary Public	CE Record Number:	NE0655557	CE Record Status:	Active
Expiration Date:	9/30/2020				

### ADDRESS

STEPHANIE M ABBOTT

**License Address:**

1828 SOUTH STATE ROAD 267  
AVON, IN 46123  
email@example.com  
555555333  
Residence:  
Waive Privacy:

**Pay Fees**

## 20. Click **Pay Fees**

### FEES

Your fees are as follows:

License Number	License Type	Description	Fee Amount
NE0655557		CE Fee	\$45.52

Additionally, service fees will be charged by IN.gov for online processing. Click **Pay Fees** to transfer to the payment page.

**Pay Fees**

## 21. Complete the **Customer Information & Payment Information** and click **Next**

The screenshot shows a payment form for NIE. The form is titled "Payment" and has a "Payment Type" dropdown set to "Credit Card". Below this is the "Customer Information" section, which includes fields for Name, Address, City, State, and Zip. The "Next" button at the bottom right of the form is highlighted with a red box.

## 22. Click Submit Payment

**NIC**

1 Payment Type 2 Customer info 3 Payment info 4 Submit Payment

**Payment**

Payment Type

Credit Card

Customer information

Address  
STEPHANIE ABBOTT  
1888 SOUTH STATE ROAD 287  
AVON, IN 46123

Country: United States Email Address: email@exampl.com

Payment info

Credit Card Visa \*\*\*\*1111 Exp: 01/00/22 Name on Credit Card JOHN Q PUBLIC

Cancel **Submit Payment**

## 23. Click Return to Dashboard

**Notary CE Course Purchase**

Your payment has been submitted and all fees have been applied to your credit card. Please print this page as your proof of submission and receipt of payment.

**SUBMISSION INFORMATION**

Date Submitted:	19 August 2020
Applicant Name:	STEPHANIE M ABBOTT
License Number:	NE0655557
Agency:	SOS
Process:	Purchase CE Course

**PAYMENT INFORMATION**

Authorization Code:	OK6150
Received Date:	8/19/2020 7:04:19 AM
Transaction #:	55371840
Credit Card Number:	XXXX XXXX XXXX XXXX
Fee Amount:	\$45.52
Service Fee:	\$2.50
Instant Fee:	\$1.98
Total Fee:	\$50.00

[Print Receipt](#)

**Return to Dashboard**

24. You have successfully purchased the course. To access the Continuing Education course, click **Edit License** next to your Notary Commission below the blue **Licenses** banner. (**Note:** If you have multiple licenses associated to your INBiz account, you may have to select **View All** to locate your Notary Commission.)

The screenshot shows the 'My DASHBOARD' interface. At the top right, there is a search bar labeled 'Search for a Record'. Below this is a 'MY BUSINESSES' section with a table for 'Business Name', 'Principal Office Address', and 'Action', and a 'Follow a Business' button. The 'LICENSES' section is highlighted with a red box and includes a 'View All' button. Below it is a table with columns: 'Licensee Name', 'License Number', 'License Status', 'License Type', and 'Action'. One row shows 'Active' status and 'Notary Public' type, with an 'EDIT LICENSE' button highlighted in red. At the bottom, there are 'MESSAGES' and 'DOCUMENTS' sections with dropdown arrows.

## 25. Click Continuing Education

This screenshot shows the 'Edit Your License' sidebar menu. The menu items are: 'License Details', 'Documents', 'Mailing Address Update', 'Order Duplicate', 'License Update', 'Remote Notary', 'Continuing Education' (highlighted with a red box), and 'Renew'.

## 26. Click Access Notary Education to launch the course

The screenshot shows the 'Edit Your License' page. The sidebar on the left has 'Continuing Education' highlighted. The main content area is titled 'CONTINUING EDUCATION' and contains the following text: 'All Notaries Public are required to complete a continuing education course every two (2) years. You may access the course by clicking the button to the right titled, "Continuing Education Course." Failure to complete the continuing education course before your Continuing Due Date will result in the expiration of your Commission.' Below this is the 'NEXT CONTINUING EDUCATION DUE DATE' section, which shows '09/30/2020'. A table below lists the commission details:

Commission Number	Type	Action	Status
[Redacted]	Notary Public	<a href="#">ACCESS NOTARY EDUCATION</a>	Not Started

27. Complete the Continuing Education Course. The Secretary of State will be automatically notified when you have completed your Continuing Education. Please allow one (1) business day for your completion to be reflected on your Notary Record. Once updated, you will be notified via email.

Failure to complete your continuing education by the due date will result in the permanent expiration of your Commission. You will be required to apply for a new notary commission. All notary fees are non-refundable.