IN]BIZ
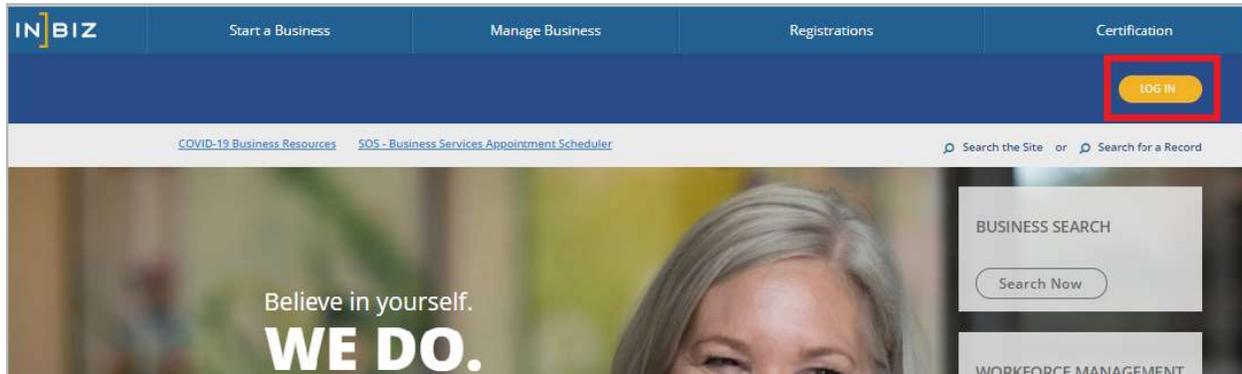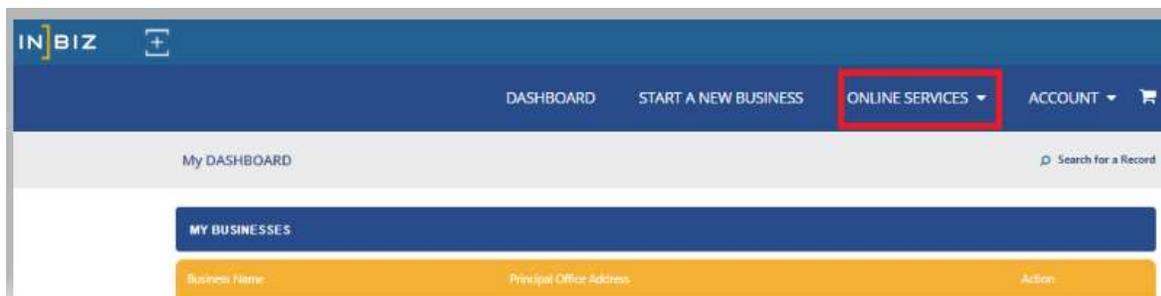
Add a License & Access Continuing Education

1. Go to 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

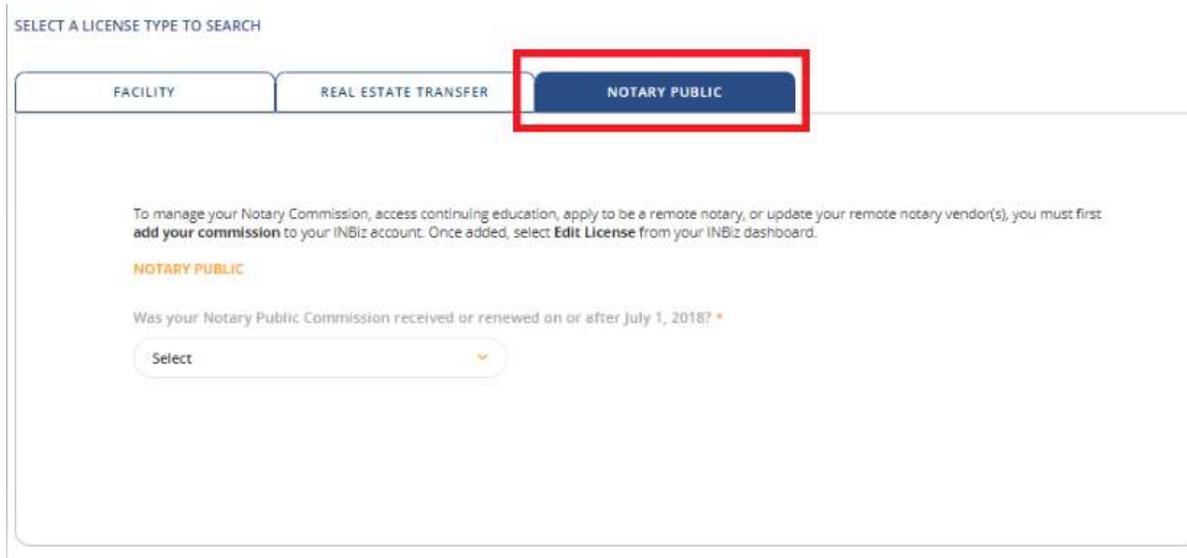   a. If you do not have an account, click **Sign Up Now**

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
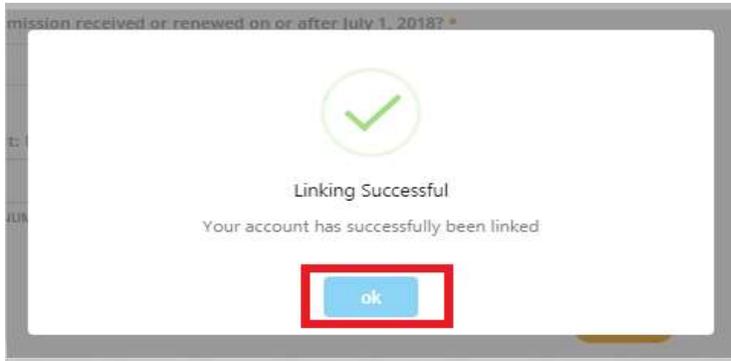
10. Click **Add**

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.)

13. Click Continuing Education

14. Click **Continuing Education Course**

15. Click **NEXT STEP**

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:
Address:

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:
Middle Name:
*Last Name:
Suffix:

DATE OF BIRTH

*DOB:
ex. 02/02/2000
*SSN:

ADDRESS

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

*Phone: 5555555555
ex. 3015551212
Fax:
ex. 3015551212
Cell:
ex. 3015551212
*Email: email@example.com
ex. username@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

Licensee Address:

1858 SOUTH STATE ROAD 267
AVON, IN 46123
email@example.com
5555555555
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**

22. Click **Submit Payment**

23. Click **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**.)**

25. Click **Continuing Education**

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

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.