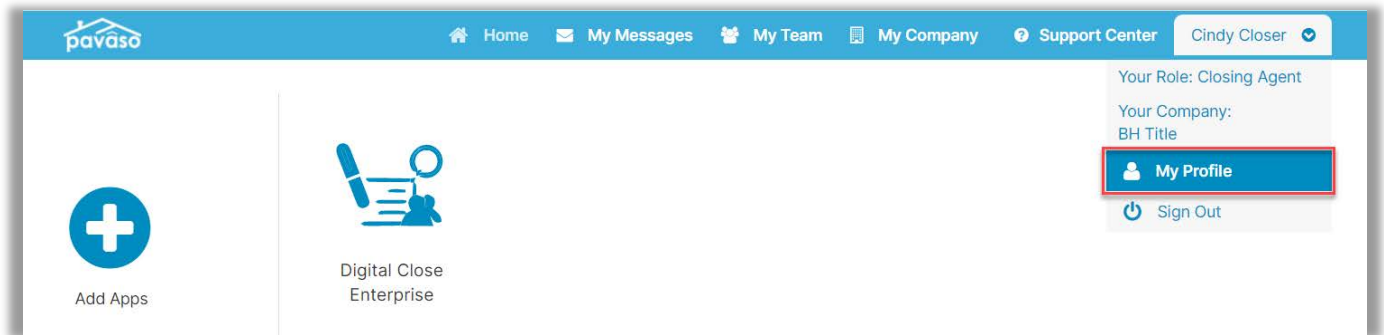




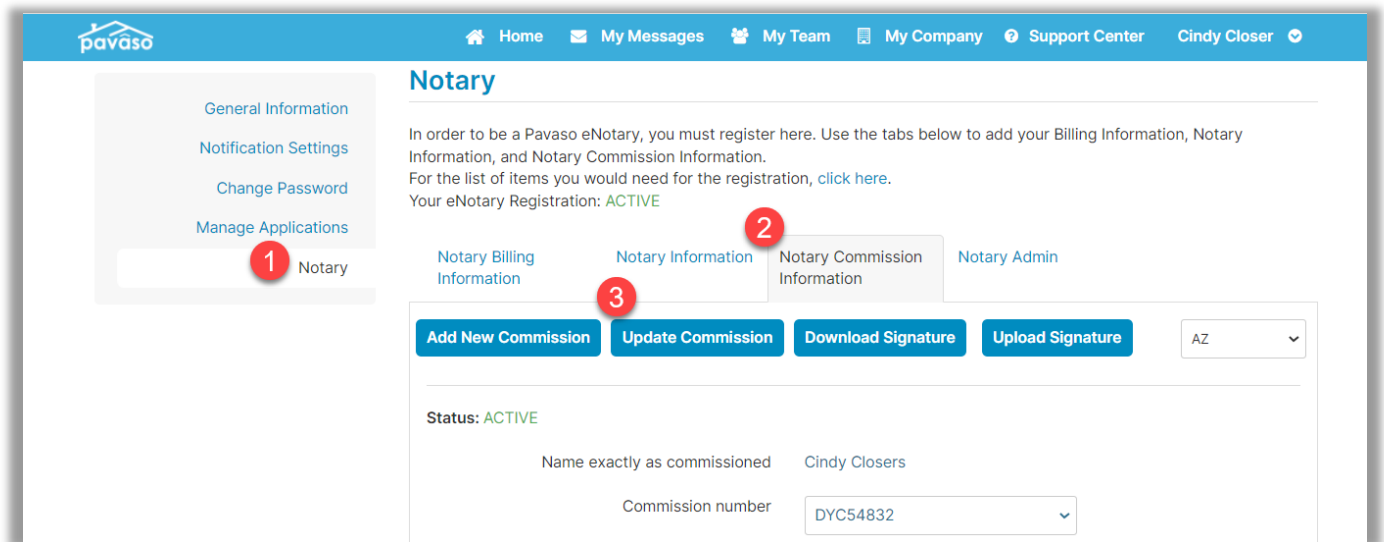
Updating eNotary Commission Information

Registered eNotary users can now update their information without creating a new commission submission.

Log in to your Pavaso account. Hover over your name and select **My Profile**.



1. Select **Notary**.
2. Select **Notary Commission Information**.
3. Choose **Update Commission**.



In this example, the Notary accidentally misspelled their name, and it needs to be corrected.



Updating eNotary Commission Information

[Add New Commission](#) [Update Commission](#) [Download Signature](#) [Upload Signature](#)

AZ ▼

Status: **ACTIVE**

Name exactly as commissioned

Cindy Closers

Select **Update Commission**.

[Add New Commission](#) [Update Commission](#) [Download Signature](#) [Upload Signature](#)

AZ ▼

Status: **ACTIVE**

Name exactly as commissioned Cindy Closers

The fields become editable. Once the name is corrected, select **Save** and **Confirm**.

Note: The commission number cannot be modified. If this information is incorrect, and new commission must be created by selecting **Add New Commission**.



Updating eNotary Commission Information

[Home](#) [My Messages](#) [My Team](#) [My Company](#) [Support Center](#) [Cindy Closer](#)

[Add New Commission](#) [Download Signature](#) [Upload Signature](#) AZ

Update Commission

* Name exactly as commissioned

Cindy Closer

* Commission number

DYC54832

* Appointment date

01/22/2020

My commission does not expire

☐

* Expiration date

01/22/2025

* State

AZ

* County

Gila

[Cancel](#) [Save](#)

[View form](#) [Re-Import](#) [Additional Documents](#) [Download Seal](#) [Download Form](#) [Upload Personal Seal](#)

Confirmation

Your Commission Information has been updated. Are you sure the changes correct?

[Cancel](#) [Confirm](#)



Updating eNotary Commission Information

This changes the status to **Pending**. Your submission is sent to Pavaso Support for review.

Home My Messages My Team My Company Support Center Cindy Closer

Your eNotary Registration: **ACTIVE**

Notary Billing Information Notary Information **Notary Commission Information** Notary Admin

Add New Commission Update Commission Download Signature Upload Signature AZ

Status: PENDING (You submitted this commission information on 12/06/2022 and is currently being reviewed).

Name exactly as commissioned Cindy Closer

Commission number DYC54832

Appointment date 01/22/2020

Expiration date 01/22/2025

State AZ

County Gila

Notary seal

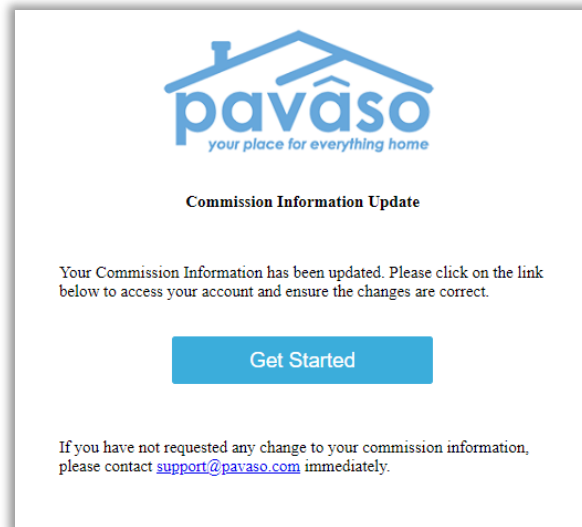
NOTARY PUBLIC STATE OF TEXAS Training Admin My Commission Expires 1/20/2025

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An email will also be sent confirming this change.



Updating eNotary Commission Information



Once the submission is reviewed and approved by Pavaso Support, the commission status will update to **Active**.



Updating eNotary Commission Information

[Home](#) [My Messages](#) [My Team](#) [My Company](#) [Support Center](#) [Cindy Closer](#)

Your eNotary Registration: **ACTIVE**

[Notary Billing Information](#) [Notary Information](#) [Notary Commission Information](#) [Notary Admin](#)

[Add New Commission](#) [Update Commission](#) [Download Signature](#) [Upload Signature](#)

AZ

Status: **ACTIVE**

Name exactly as commissioned

Cindy Closer

Commission number

DYC54832

Appointment date

01/22/2020

Expiration date

01/22/2025


State

AZ

County

Gila

Notary seal

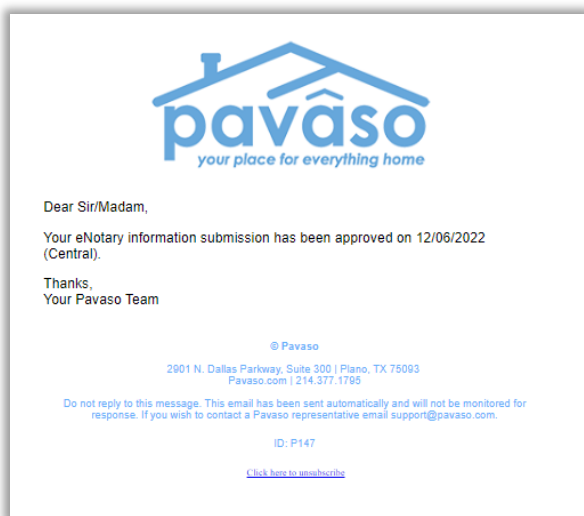
 Training Admin
My Commission
Expires 1/20/2025

[View form](#) [Re-Import](#) [Additional Documents](#) [Download Seal](#) [Download Form](#) [Upload Personal Seal](#)

An email will also be sent confirming the approval.



Updating eNotary Commission Information



Pavaso Support

Support Hours: <https://pavaso.com/contact/>

Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com

[View Our 24/7 Online Help Library](#)