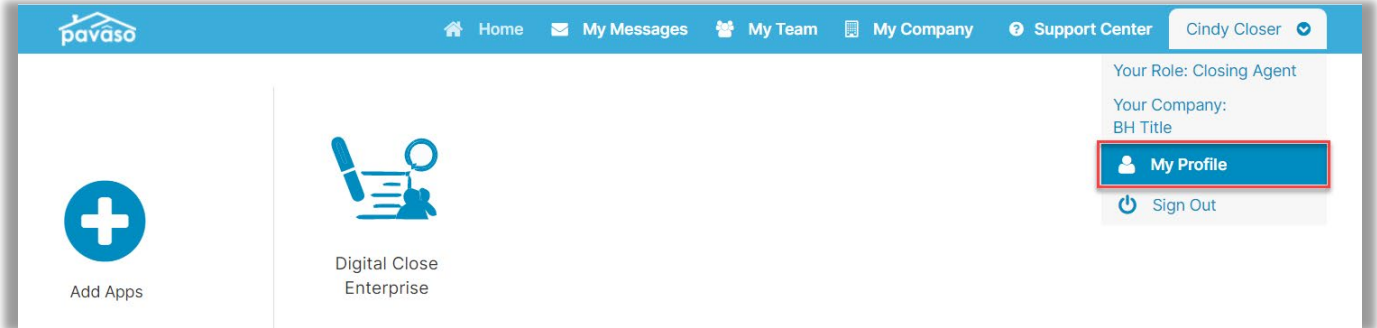




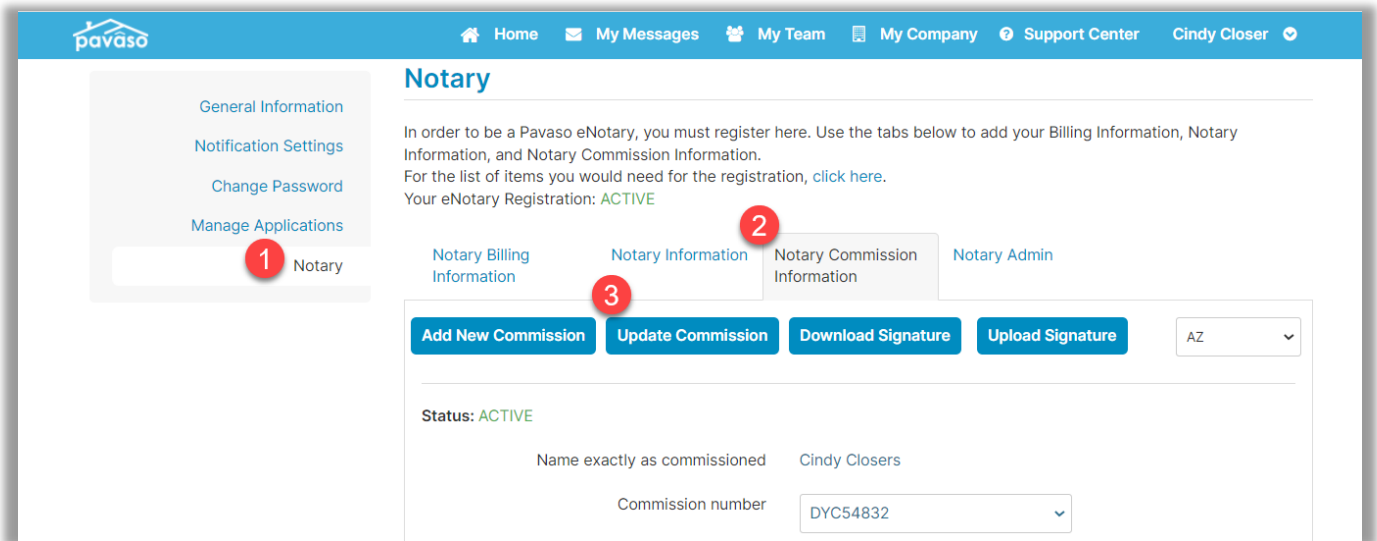
# Updating eNotary Commission Information

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

Select **Update Commission**.

The screenshot shows a navigation bar with buttons: "Add New Commission", "Update Commission" (highlighted with a red box), "Download Signature", and "Upload Signature". To the right is a dropdown menu showing "AZ". Below the buttons, the status is "ACTIVE" and the name is "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**.

The screenshot shows the "Update Commission" form with the following fields:

- Name exactly as commissioned: Cindy Closer (highlighted with a red box)
- Commission number: DYC54832
- Appointment date: 01/22/2020
- My commission does not expire:
- Expiration date: 01/22/2025
- State: AZ
- County: Gila

At the bottom of the form are "Cancel" and "Save" buttons, with "Save" highlighted by a red box. A "Confirmation" dialog box is overlaid on the right, containing the text: "Your Commission Information has been updated. Are you sure the changes correct?" and "Cancel" and "Confirm" buttons, with "Confirm" highlighted by a red box.



# 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

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

An email will also be sent confirming this change.

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your place for everything home

**Commission Information Update**

Your Commission Information has been updated. Please click on the link below to access your account and ensure the changes are correct.

[Get Started](#)

If you have not requested any change to your commission information, please contact [support@pavaso.com](mailto:support@pavaso.com) immediately.



# Updating eNotary Commission Information

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

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

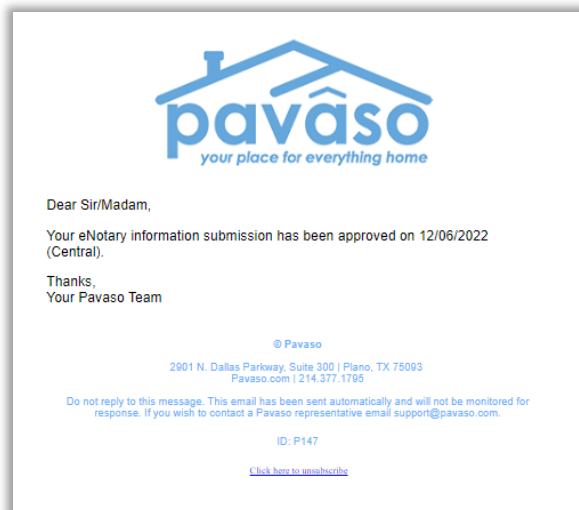
County Gila

Notary seal

NOTARY PUBLIC STATE OF TEXAS 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.





## Pavaso Support

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

**Phone/ Closing Hotline:** (866) 288-7051

**Email:** [support@pavaso.com](mailto:support@pavaso.com)

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