



Missouri Secretary of State
Business Services
Commissions

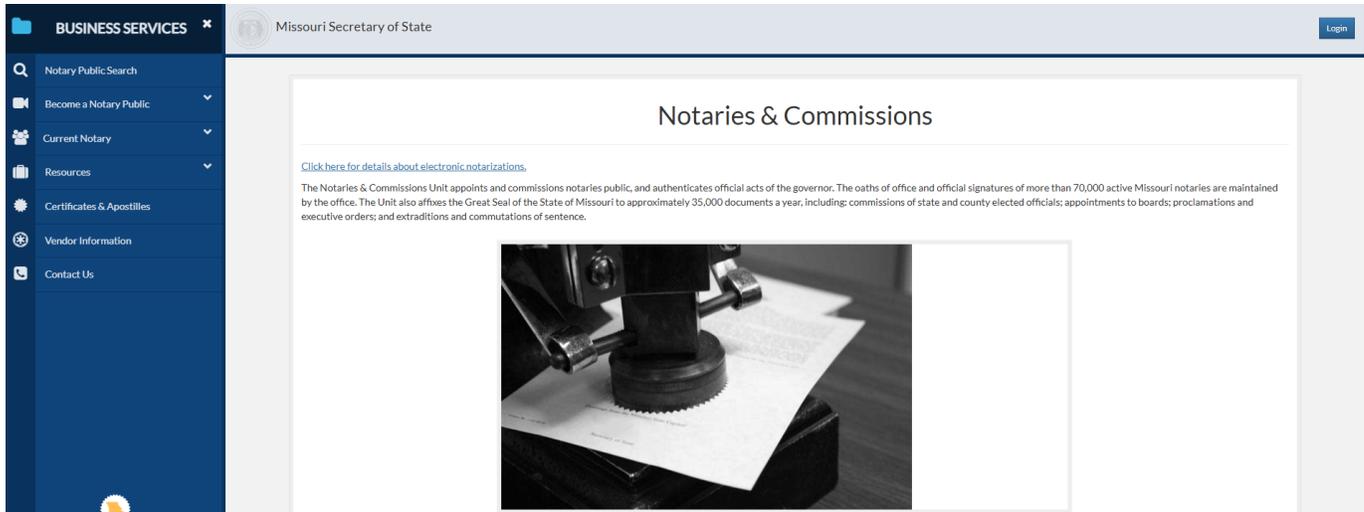
ELECTRONIC NOTARY

A STEP-BY-STEP GUIDE TO
REGISTERING AS AN ELECTRONIC
NOTARY

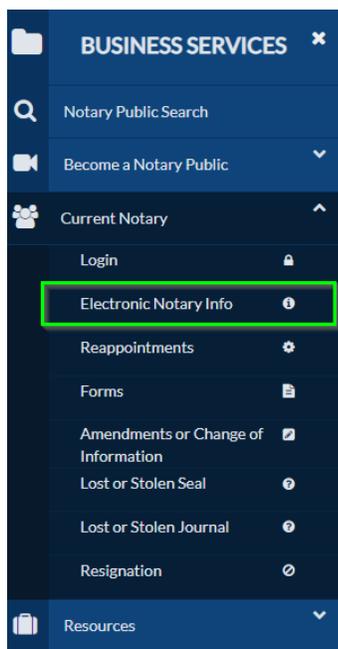


Missouri Secretary of State

The homepage for the Notaries & Commissions is pictured below. In the upper right corner, the user will select the Login option to sign into their account. To register as an electronic notary, you will need to be a commissioned notary.



Once you have logged in, you will select the Electronic Notary Info under the Current Notary menu item. See image below.



The steps to complete for successfully registering as eNotary are outlined on the Electronic Notary Information Page.

Electronic Notary Information

An electronic notary is a notary public who is approved to provide services remotely.

To apply to become an electronic notary, **you must first be a commissioned notary public in the State of Missouri**, then follow the steps below.

Step 1: Complete the [Online Registration Form](#)

Step 2: Complete the [Online Training Course](#)

As part of the online application, you will be required to select from a list of approved software for notarizing items remotely. The list is available [HERE](#).

For existing electronic notaries:

[Change notary software selection](#)

Here is a tip:
 You are only allowed to access the online training course once you have completed the registration page.

The online registration form is the first step to becoming an electronic notary. You will be asked before proceeding with the registration if your information that our office has on file is still current. If it is, you will move forward with the registration form. If you need to make changes you will be directed to file the correct documents first.

The image below is the registration page, you will need to answer the questions and select the software of your choice. You can choose to print this page for your records, but make sure to submit when you are finished.

You will have the ability to edit or add to your software selections once you are registered on your profile page.

Registration for Commission as an Electronic Notary Public

Answer the following questions and type your full name to affirm the statement below

1. Are you a commissioned notary in Missouri? YES NO

2. Select the approved electronic notary software you intend to use. If not performing remote notarization then select the option "In-Person Electronic Notary Public Only"

You will have the opportunity to add or change software selection once registered.

3. Do you understand that if you should change or add any new software or means to produce a seal or signature you will update your information with the Secretary of State? YES NO

I, do solemnly swear or affirm under penalty of perjury that the personal information in this application is true, complete, and correct; that I understand the official duties and responsibilities of an Electronic Notary Public in Missouri, as explained in the notary public handbook and the laws of this state; and that I will perform, to the best of my ability, all electronic notarial acts in accordance with the law. I further authorize the Secretary of State to access my electronic journal upon a lawful investigation to view, print or copy.

Upon submitting this form you will receive an email with a copy of the form for your records. Click the button below to print a copy now.

Submit
Print

Here is a tip:
 Make sure to type your name exactly as it appears on your notary profile.

After successfully completing the registration form, you will see the page below. In order to move onto the next step, select the blue link "Online Training Course". You will then select the option to start the training course. To pass, you will need a score of 80% or greater.

Exam Status: **Pass**
Date Taken:
If you have passed and have met all the requirements for approval, you will receive an email telling you that you have been approved
90%

The training course consist of 20 multiple choice questions, with one displayed at a time. At the end of your exam, you will receive your score along with a review of your questions.

Exam Status: **Pass**
Date Taken:
If you have passed and have met all the requirements for approval, you will receive an email telling you that you have been approved
90%

Upon passing, you are registered as an electronic notary. Select the User Account button located on the top right of your screen. You will then see you have the status of commissioned, electronic.

Notary Status Commissioned, Electronic

Details will be displayed on your Profile Information page, located at the top right under your name. From this page, you will be able to view your software and/or select the link to modify your software.

The screenshot shows a user profile page. On the left, there is a sidebar with the following links: "Profile Information", "Notary Training History", and "Change Login Info". On the right, there is a table with the following content:

Electronic Notary?	Yes
Current Software	NotaryCam

Below the table, there is a blue link that says "Select here to modify selected software vendor".

Here is a tip:
You will not be able to end your software on the same day that you started.

The screenshot shows the "Update Notary Software" form. It includes instructions and a form with the following fields:

Use the options below to manage eNotary selected software. Please remember to keep this information current as required by law. If an eNotary is only performing in-person electronic notarization select "In-Person Electronic Notary Public only", as the software choice.

To add a new software vendor select from the authorized list and add a start date. When no longer using a particular vendor, enter an end date in the Current Software section to the applicable vendor. An eNotary that has selected "In-Person Electronic Notary Public only" and now wishes to perform remote notarization must first end the use of this option. Once ended a notary may select from the authorized list of vendors to perform remote online notarizations. By law the notary must notify the Secretary of State's office when using a particular vendor.

Add New Selection

Select the software you use: Start Date:

Your Current Software

Software: NotaryCam Start Date: 11/04/2021 End Date:

Here is a tip:
If you wish to use the "In Person onic Notary Public Only" yall other sof Electrware ou will be required to end prior.