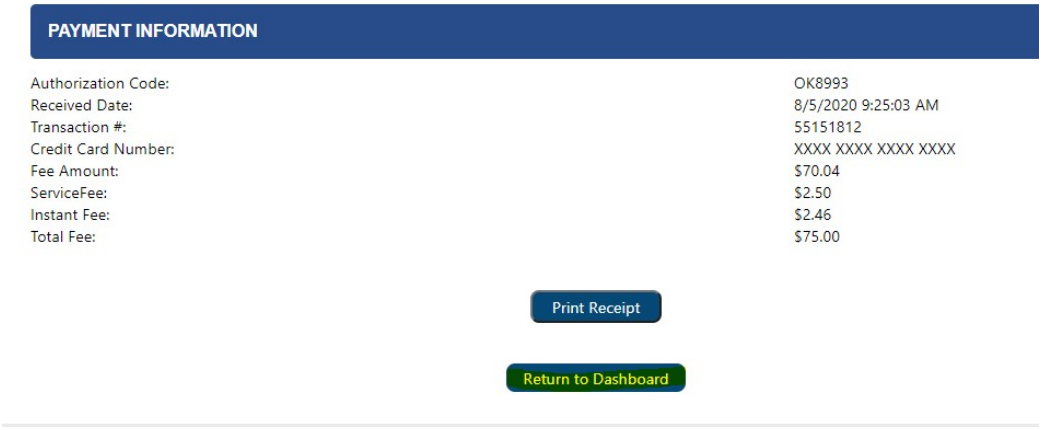
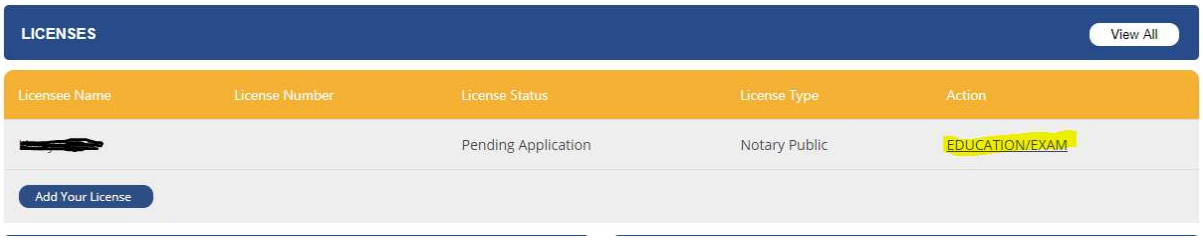
Accessing the Notary Education and Exam

1. Click **Return to Dashboard**.



2. Click **Education/Exam** next to your Pending Application.



   a. If you do not find the **Education/Exam** link, please click the **View All** button in the blue **Licenses** banner.

b. Select the **Education/Exam** link next to the Pending Application.

License Type	License Status	Expiration Date	Action
Notary Public	Pending Application		EDUCATION/EXAM UNLINK

3. Select **Access Notary Education**

NOTARY EDUCATION & EXAM

Licensee Name	License Number	License Type	Action	Status
[redacted]		Notary Public	1 ACCESS NOTARY EDUCATION 2 ACCESS NOTARY EXAM	Not Started Not Started

4. Complete the education course.
    a. This course works best using Mozilla Firefox and Microsoft Edge browsers. If you use Google Chrome, we recommend you complete the course in one sitting as bookmarking will not be maintained if you leave the course before completion.
5. When you've completed the Education, it's time to take the exam. Return to your INBiz Dashboard and click **Education/Exam.**
6. Click the **Access Notary Exam** link (the hyperlink will not become active until the Education has been completed).

NOTARY EDUCATION & EXAM

Licensee Name	License Number	License Type	Action	Status
[redacted]		Notary Public	1 ACCESS NOTARY EDUCATION 2 ACCESS NOTARY EXAM	Not Started Not Started

7. Complete the exam. The Secretary of State will be automatically notified when you have passed your exam. The application will then be reviewed. Please allow 5-10 business days for processing. Upon approval, you will receive a new Commission via email.
8. If you fail the exam, you must wait 24 hours before you can retake the exam.