



Elaine F. Marshall, Secretary of State
eNotary Manual Ordering Process

Please follow the below instructions for placing an order for your digital eNotary Manual codes to distribute. If you have any questions please call us at 919-814-5400 or email us at notary@sosnc.gov

1. Go to our website at sosnc.gov and sign in to your account:
 - A) If you don't have an account please create one by clicking [here](#)
 - B) If you do have an account please select the Divisions dropdown

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← → ↻ sosnc.gov/?id=

f t v in RSS QUICK LINKS FORMS FAQS FEES NEWS EVENTS ABOUT CONTACT APPOINTM

Secretary of State
Elaine F. Marshall

Home I Want To... ▾ Divisions ▾ Topics ▾ Online Services ·

NO NEW IN-PERSON APPOINTMENTS EXCEPT AUTHENTICATIONS: - Due to COVID in Wake County and North Carolina, as of 12/11/2020, the Secretary of State's Office is not accepting any new in-person appointments EXCEPT FOR APOSTILLES and OTHER AUTHENTICATIONS which require original documents. Most filings and transactions can be completed online or by mail, and we encourage you to use these methods at this time. In many cases, transactions can be completed online or by mail more expeditiously than when an appointment becomes available. Our call center can also be helpful at 919-814-5400. Thank you for your patience as we continue to consider the health and safety of our customers, staff, and the general public.

[Business Registration Authentications](#) [Next →](#)

ANNOUNCEMENTS

Cryptocurrencies and Investing

Learn more before investing in cryptocurrencies.



2. In the Divisions dropdown select Notary

The screenshot shows the website for the North Carolina Secretary of State, Elaine F. Marshall. The browser address bar shows 'sosnc.gov/?id='. The navigation menu includes 'Home', 'I Want To...', 'Divisions', 'Topics', and 'Online Services'. The 'Divisions' dropdown menu is open, displaying a grid of categories. The 'NOTARY' category is circled in red. Below the grid, there are sections for 'Browse Notary' and 'Order eNotary Manual'.

Divisions:

- BUSINESS REGISTRATION
 - [How To: Annual Reports Online](#)
 - [Search For A Business](#)
 - [Start A Business](#)
 - [Online Business Services](#)
- NOTARY**
 - [Renew Notary Commission](#)
 - [Become A Notary](#)
 - [Find A Notary](#)
 - [ENotary Registration](#)
- LOBBYING
 - [Look Up A Lobbyist Or Principal](#)
 - [Register Online](#)
 - [Forms](#)
 - [File Online Expense Report](#)
- UNIFORMS
 - [File A U.C.](#)
 - [Search F](#)
 - [Search F](#)
 - [Download](#)
- CHARITIES
 - [Search Our Registry](#)
 - [Apply For A License Online](#)
 - [Download Forms](#)
 - [Annual Reports](#)
- SECURITIES
 - [For Investors](#)
 - [For Securities Professionals](#)
 - [For Small Business](#)
 - [File A Complaint](#)
- INVESTOR PROTECTION
 - [Search Brochures](#)
 - [Administrative Actions](#)
 - [Newsletter & Alerts](#)
 - [Contact Us Or Request A Speaker](#)
- PUBLIC
 - [Brochure](#)
 - [Kids Page](#)
 - [Public M](#)
 - [Other Pu](#)
- AUTHENTICATIONS
 - [Authentication & Apostilles](#)
- TRADEMARKS
 - [Register A Trademark](#)
- ADVANCED HEALTHCARE DIRECTIVES
 - [Directive Lookup](#)
- LAND R
 - [Register](#)

Browse Notary

- [Notary Newsletter Archives](#)
- [Become a Notary](#)
- [Renew Your Notary Commission](#)
- [eNotary](#)
- [Update your notary information](#)
- [Frequently Asked Questions](#)
- [Notary/eNotary & eCommerce Resources](#)
- [Investigation Enforcement & Complaints](#)
- [Law Legislation Statutes](#)
- [Administrative Code](#)
- [Register of Deeds Access](#)
- [Notary Instructor Access](#)
- [Forms](#)
- [Order eNotary Manual](#)

3. Scroll down to the Browse section, and click the Order eNotary Manual box

The screenshot shows the 'Browse Notary' section of the website. It features a grid of 20 boxes, each with a thumbnail image and a title. The 'Order eNotary Manual' box is circled in red.

Browse Notary

- [Notary Newsletter Archives](#)
- [Become a Notary](#)
- [Renew Your Notary Commission](#)
- [eNotary](#)
- [Update your notary information](#)
- [Frequently Asked Questions](#)
- [Notary/eNotary & eCommerce Resources](#)
- [Investigation Enforcement & Complaints](#)
- [Law Legislation Statutes](#)
- [Administrative Code](#)
- [Register of Deeds Access](#)
- [Notary Instructor Access](#)
- [Forms](#)
- [Order eNotary Manual](#)

4. After reviewing the page, select the left column button to order your manual(s)

North Carolina Secretary of State Electronic Notarization Manual

Order and Redeem digital Electronic Notarization Manuals Online

The NC Secretary of State's Office now provides a digital copy of your eNotary Manual available for ordering online via our website. This publication must be purchased in bulk by colleges or universities for distribution to students who have registered to take an Online Electronic Notarization course.

Below please find links to our online ordering process, or if you are a student and already have a code, select the link to redeem your digital Electronic Notarization Manual.

(If you do not have an eNotary Manual Key Code contact the college or university you registered with to take the eNotary course. DO NOT contact the Secretary of State's office to obtain a Key Code.)

Order Manual(s) Online	Redeem Code
<p>College/University administrators and College Bookstore purchase managers ONLY</p>	<p>ONLY for students who are paid registrants for an Electronic Notary Public Course to Redeem and download the Electronic Notarization Manual.</p>
<ul style="list-style-type: none"> • Use the link below to order up to 100 codes to be redeemed for digital versions of the Electronic Notarization Manual. • The purchasing entity will be responsible for providing the individual Code Keys to the students who registered for the eNotary Course so the student can redeem them prior to the start of class. • You must pay by credit card. 	<ul style="list-style-type: none"> • If you have received an eNotary Manual Key Code(s) after registering and paying for the Electronic Notary Public Course with a college or university click the link below to redeem and download your digital version of the Electronic Notarization Manual. • If you have not registered and paid for the electronic notarization course at a college and obtained an eNotary Manual Key Code it is not possible to redeem and download the Electronic Notary Manual. • Contact the educational institution you would like to take the Online Electronic Notary course with for instructions on how to register for the course and obtain the required text book. <p>Do not contact the Secretary of State for eNotary Manual Key Codes.</p>
<p>Order Electronic Notarization Manual(s) →</p>	<p>Redeem Electronic Notarization Manual Code →</p>

5. Enter in the number of copies you wish to purchase, and an email for them to be sent to.

Online Electronic Notarization Manual

Order eNotary Manual(s)

Enter the number of eNotary Manual Key Codes you wish to purchase (maximum of 100):

Enter the email you wish the eNotary Manual Keys to be sent to:

[Back →](#)

[Checkout →](#)

6. Click checkout and proceed to our payment screen.
7. After your payment has been processed you will receive an email with a PDF containing the number of single use Electronic Notary Public Manual Key Codes you purchased. You will need to distribute the Key Codes to the individuals to the students who registered for the Electronic Notary Public Course your institution is running. We will also be including an attachment to send with each Key Code with instructions for how to redeem the Code.