Uploading a Batch of Applications

If you are a company with multiple Notary Publics on staff or a service or bonding company, follow the instructions in this task to electronically upload a batch of Notary applications for your employees or customers. Each applicant must have already accessed the Indiana Notary Public Online application and completed the pre-qualification, training, and oath agreement and submitted a copy of the transaction receipt to you.

The file you upload must:

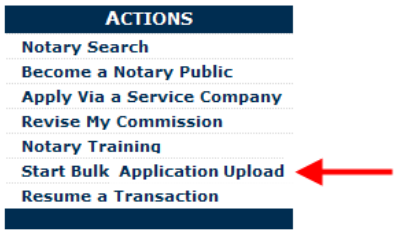
- Be an Excel spreadsheet.
- Be in the format provided by the Indiana Secretary of State's Notary Public office.
- Contain Indiana Notary application information for each applicant.
- Contain the transaction number assigned to each applicant when he or she completed the online pre-application process.

After successfully uploading the file, you must pay the application fees. Once the fees are paid, you can download a file that contains the Notary commission certificates.

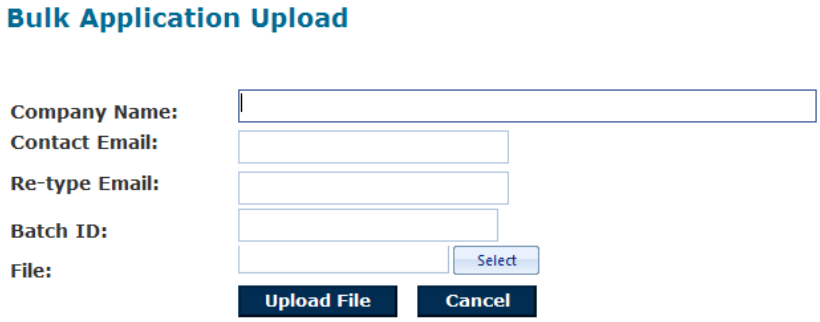
The system assigns a transaction number to the session so if the session is interrupted by either you or the system, you can resume the upload process from the point you left off. Refer to Resuming a Transaction for more information.

To upload a batch of applications:

1. On the Home page, click the **START BULK APPLICATION UPLOAD** option in the menu.



The Bulk Application Upload page is displayed.

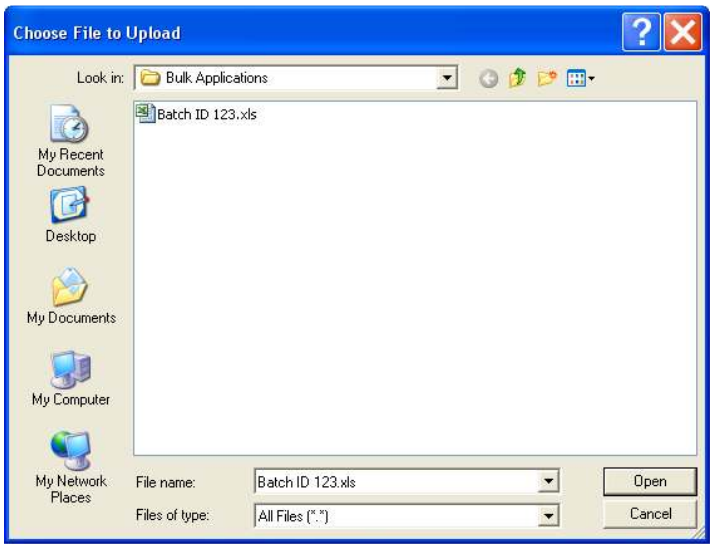


2. Enter your company name, email address, and a number to assign to the batch of applications.

3. Perform the following to select the file to upload:

   a. Click the **SELECT** button.

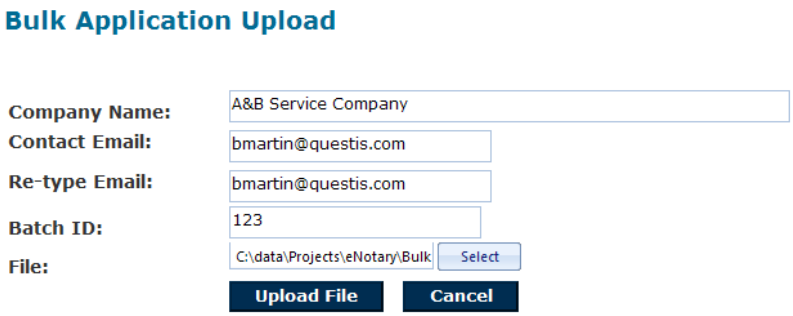
      The Choose File to Upload dialog box is displayed.



   b. Navigate to the folder where the file you want to upload is located and click the file name to highlight it.

   c. Click the **OPEN** button.

      The path and file name are displayed in the **FILE** field.



4. Click the **UPLOAD FILE** button.

If…	*Then…*
There are no errors…	Information is displayed regarding your upload session and how to resume it should it be interrupted by you or the system. This information is also sent to the email address you specified. If you need to resume your upload session, follow the steps provided in the email.

If...	*Then...*
	Please save the following transaction information: **Uploading Company:** A&B Service Company **Transaction ID:** NT201001260132 **E-mail Address:** bmartin@questis.com **Batch ID:** 123 This information can be used to restart your application (see below). This information has also been e-mailed to you. The next step in the process is to pay the notary fees and then download the certificates. You may also use this information to download the certificates at anytime after the fees are paid. If you lose connection to the Internet or stop your session for any reason, you may restart the session where the transaction left off. *How do I restart my bulk upload session?* You may restart your bulk upload by logging back into the bulk upload system using the e-mail address and transaction ID listed above. **Next**
There are errors…	An error message is displayed. Make the necessary corrections and click the **UPLOAD FILE** button.

5. Click the **NEXT** button.

If...	*Then...*
The applications don't have errors…	The Bulk Application Upload Verified page is displayed. **Bulk Applications Upload Verified** The following payments are ready to process. Make your payment to complete the process. **Applications Received:** 145 **Fee Due:** $725.00 **Applications Received** **Make Payment** Indiana Transaction # / Applicant Name / Uploader ID NT201001260133 / SHEILA K. THOMPSON / 512262 NT201001260134 / GRANT DE LA GARZA / 511965 NT201001260135 / JENNIFER L. MERKEL / 515365 NT201001260136 / PATRICIA C. GORDON / 514173 NT201001260137 / NATHAN P. JACKSON / 515448
The applications have errors…	The Bulk Application Upload page is displayed. **Bulk Application Upload** **Applications Recieved:** 4 **Applications With errors:** 4 **Applicant List:** **Return To Upload** **Cancel** Indiana Transaction # / Applicant Name / Uploader ID / Status Messages NT201001260003 / BETTY S. LANDIS / 513231 / Invalid Transaction Number. NT201001260004 / JEANNE A. BOZARD / 513491 / Invalid Transaction Number. NT201001260005 / KATHLEEN A. PETERS / 509802 / Invalid Transaction Number. NT201001260006 / ELIZABETH PEDRAZA / 515371 / Invalid Transaction Number.

6. If the applications don't have errors, perform the following:

Bulk Applications Upload Verified

The following payments are ready to process. Make your payment to complete the process.

Applications Received: 145
Fee Due: $725.00

Applications Received **Make Payment**

Indiana Transaction #	Applicant Name	Uploader ID
NT201001260133	SHEILA K. THOMPSON	512262
NT201001260134	GRANT DE LA GARZA	511965
NT201001260135	JENNIFER L. MERKEL	515365
NT201001260136	PATRICIA C. GORDON	514173
NT201001260137	NATHAN P. JACKSON	515448

a. Click the **MAKE PAYMENT** button.

The Payment Method page is displayed.

Payment Method

Please select a payment method.

Note: If you are not a current subscriber, please click Subscribe for more information.
Account activation takes approximately 1 - 2 business days.

- Subscription
- Credit Card
- Electronic Check

Select

b. Select a payment option and click the **SELECT** button.

The page for entering your payment information is displayed. The example below is for a credit card transaction.

Credit Card Processing

Please enter your credit card information.

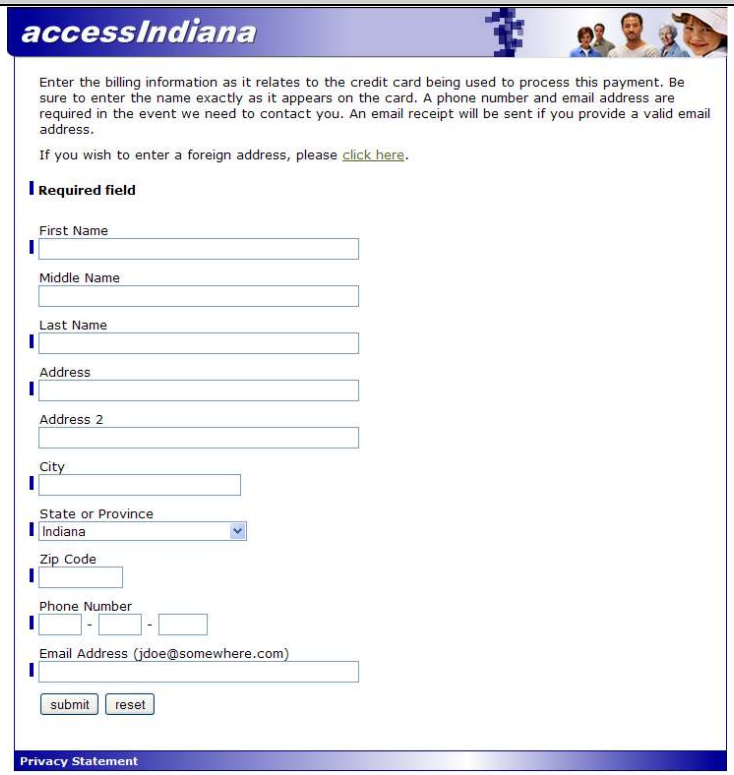
Card Type: Discover
Card Number: - - -
Expiration Date: (MM/YYYY)

Submit

c. Complete all the fields and click the **SUBMIT** button.

Tip: To clear the information so you can re-enter it, click the **RESET** button.

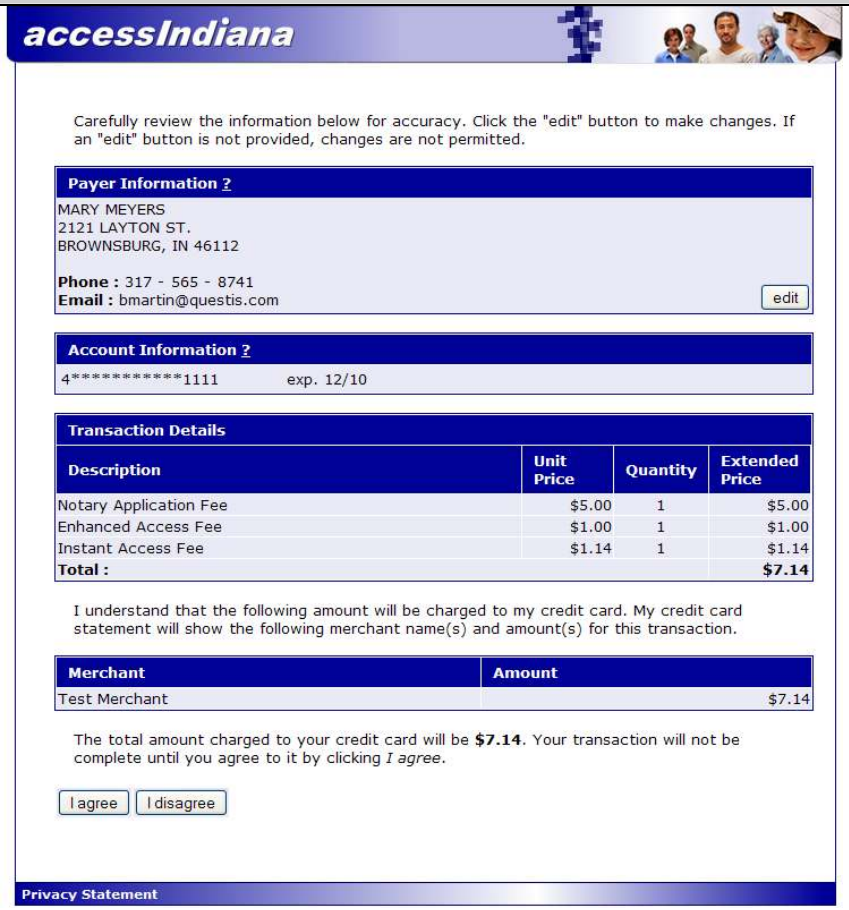
If...	*Then...*
There are no errors…	The page for entering your billing information is displayed.

If...	*Then...*
	
There are errors…	An error message is displayed. Make the necessary corrections and click the **SUBMIT** button.

d. Complete all the fields and click the **SUBMIT** button.

Tip: To clear the information so you can re-enter it, click the **RESET** button.

If...	*Then...*
There are no errors…	The page for reviewing the transaction is displayed.

If...	*Then...*
	 accessIndiana Carefully review the information below for accuracy. Click the "edit" button to make changes. If an "edit" button is not provided, changes are not permitted. **Payer Information ?** MARY MEYERS 2121 LAYTON ST. BROWNSBURG, IN 46112 **Phone :** 317 - 565 - 8741 **Email :** bmartin@questis.com edit **Account Information ?** 4**********1111 exp. 12/10 **Transaction Details** Description / Unit Price / Quantity / Extended Price Notary Application Fee / $5.00 / 1 / $5.00 Enhanced Access Fee / $1.00 / 1 / $1.00 Instant Access Fee / $1.14 / 1 / $1.14 **Total :** / **$7.14** I understand that the following amount will be charged to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction. Merchant / Amount Test Merchant / $7.14 The total amount charged to your credit card will be **$7.14**. Your transaction will not be complete until you agree to it by clicking *I agree*. I agree I disagree Privacy Statement
There are errors…	An error message is displayed. Make the necessary corrections and click the **SUBMIT** button.

e. Perform one of the following:

To...	*Then...*
Make changes to your billing information…	I. Click the **EDIT** button in the Payer Information section. Your billing information is displayed.

To...	Then...
	 II. Make the necessary changes and click the **SUBMIT** button. The page for reviewing the transaction is displayed.

To...	Then...
Allow your account to be charged the amount specified…	Click the **I AGREE** button. Your payment is processed and a page is displayed indicating the payment transaction was successful. Your payment was successful. The following commissions were issued. **Commissions Issued** — **Download Certificates** | Indiana Transaction #	Applicant Name	Uploader ID	Commission Number
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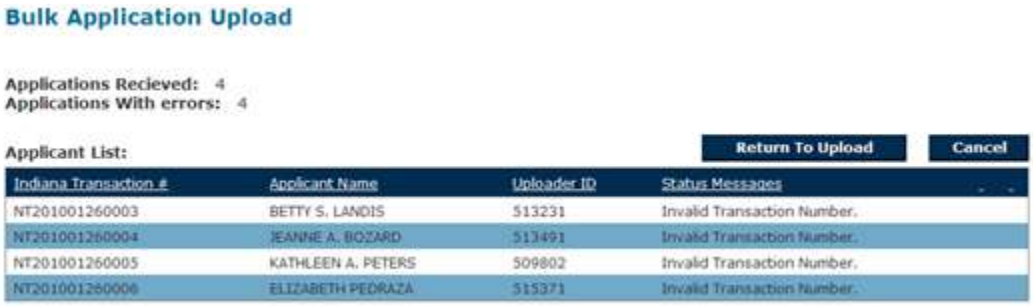
NT201001260133	SHEILA K. THOMPSON	512262	615311
NT201001260134	GRANT DE LA GARZA	511965	615312
NT201001260135	JENNIFER L. MERKEL	515365	615313
NT201001260136	PATRICIA C. GORDON	514173	615314
NT201001260137	NATHAN P. JACKSON	515448	615315 | Prohibit your account from being charged the amount specified…	I. Click the **I DISAGREE** button. A message is displayed asking if you want to cancel your payment. accessIndiana Are you sure you want to cancel your transaction? Yes No Privacy Statement II. Perform one of the following: **To...** / **Then...** Cancel the payment… — A. Click the **YES** button. The payment is canceled and a message to that effect is displayed. B. Click the **RETURN TO THE INDIANA NOTARY PUBLIC ONLINE WEB SITE** link. The Home page is displayed. Continue with the payment… — A. Click the **NO** button. The page for reviewing the transaction is displayed. B. Click the **I AGREE** button. The payment is processed and the Transaction Completed page is displayed. A confirmation email is sent to the email address you specified.

7. If the applications have errors, perform the following:



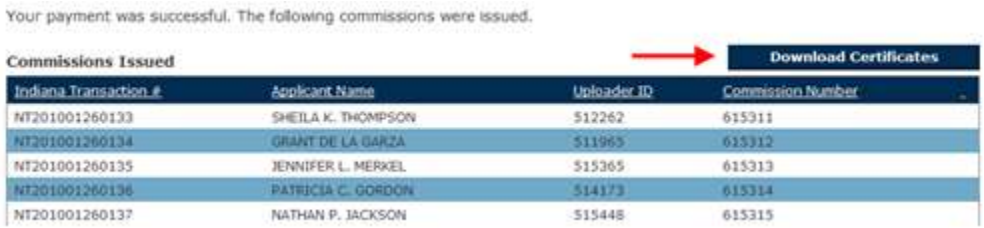
   a. Click the **RETURN TO UPLOAD** button.

      The Bulk Application Upload page is displayed.

   b. Make the necessary corrections to the bulk application file and return to step five.

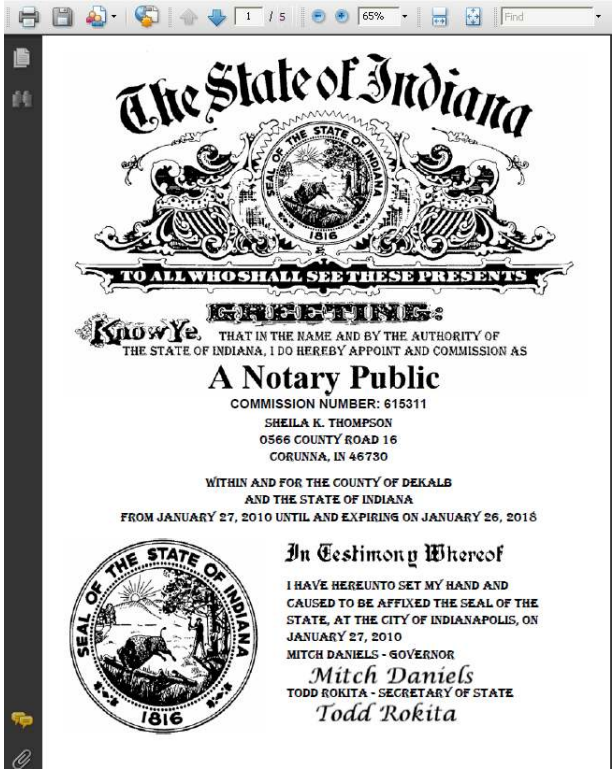
8. Perform the following to print the commission certificates:

   a. Click the **DOWNLOAD CERTIFICATES** button.



      The commission certificates are displayed in an Adobe® Reader® window.

      Note: If Adobe® Reader® is not already installed on your computer, click the **GET ADOBE READER** button and following the instructions for downloading and installing it.



The State of Indiana

TO ALL WHO SHALL SEE THESE PRESENTS

GREETING:

Know Ye, THAT IN THE NAME AND BY THE AUTHORITY OF THE STATE OF INDIANA, I DO HEREBY APPOINT AND COMMISSION AS

A Notary Public

COMMISSION NUMBER: 615311

SHEILA K. THOMPSON
0566 COUNTY ROAD 16
CORUNNA, IN 46730

WITHIN AND FOR THE COUNTY OF DEKALB
AND THE STATE OF INDIANA
FROM JANUARY 27, 2010 UNTIL AND EXPIRING ON JANUARY 26, 2018

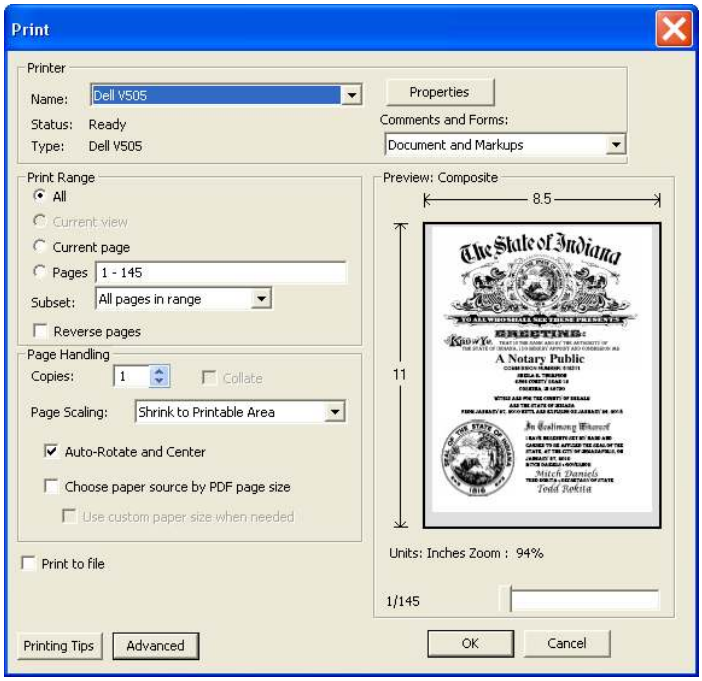
In Testimony Whereof

I HAVE HEREUNTO SET MY HAND AND CAUSED TO BE AFFIXED THE SEAL OF THE STATE, AT THE CITY OF INDIANAPOLIS, ON JANUARY 27, 2010

MITCH DANIELS - GOVERNOR
Mitch Daniels
TODD ROKITA - SECRETARY OF STATE
Todd Rokita

b. Click the Print icon .

The Print dialog box is displayed.



c. Adjust the settings as necessary and click the **OK** button.

The output is sent to the specified printer and the Print dialog box is closed.

d. Click the **X** in the upper right corner of the Adobe® Reader® window to close it.

9. Click the notary public link in the User Information Bar.

The Home page is displayed.