



Elaine F. Marshall, Secretary of State
eNotary Manual Code Redeeming Process

Please follow the below instructions for redeeming your digital eNotary Manual.

If you have an questions please contact the organization you bought your code from.

1. Go to our website at sosnc.gov

Soskb Help Requests - SOS Worl x North Carolina Secretary of State x +

sosnc.gov/?id=

f t y 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.

[Businesss Registration](#)
[Authentications](#)

[Next](#) →

ANNOUNCEMENTS

Cryptocurrencies and Investing

Learn more before investing in cryptocurrencies.



2. Click the divisions drop down, and 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' menu is open, and 'NOTARY' is circled in red. Below the menu, there are several columns of links for various services:

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

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 different image and a title. The 'Order eNotary Manual' box is circled in red.

Image	Title
	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 right column button to redeem your manual code

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
College/University administrators and College Bookstore purchase managers ONLY	ONLY for students who are paid registrants for an Electronic Notary Public Course to Redeem and download the Electronic Notarization Manual.
<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>
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5. Enter the Electronic Notary Manual Code provided by the educational institution you registered to take the eNotary Class with.

Online Electronic Notarization Manual

Redeem eNotary Manual

Enter the eNotary Manual Code Key provided to you by the educational institution where you registered for the Electronic Notarization Class to download your PDF copy of the Electronic Notarization Manual:

****Do not contact the Secretary of State for an eNotary Manual Key Code. The Key Codes are purchased and distributed to the student by the educational institution offering the online Electronic Notary Course.**

[Back →](#) [Redeem Code →](#)

6. Click Redeem Code and if successful, a link to download your copy of the manual will appear for you to click on.