

Go to: www.peoplesbar.org

Click on: Order notary supplies

This will bring you to the **NOTARY PACKAGE Page**

Here you will find a listing of all the available Notary Packages

Find the Package you are looking for, Enter the quantity needed and **Click on Order**

For this example, we will enter a Quantity of (1) for Notary Package B, then Click on Order

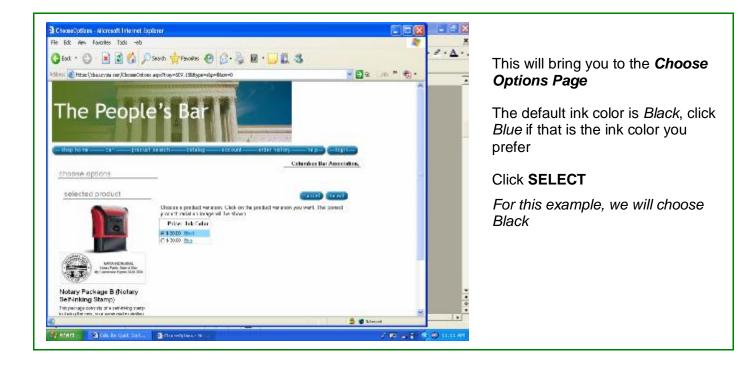
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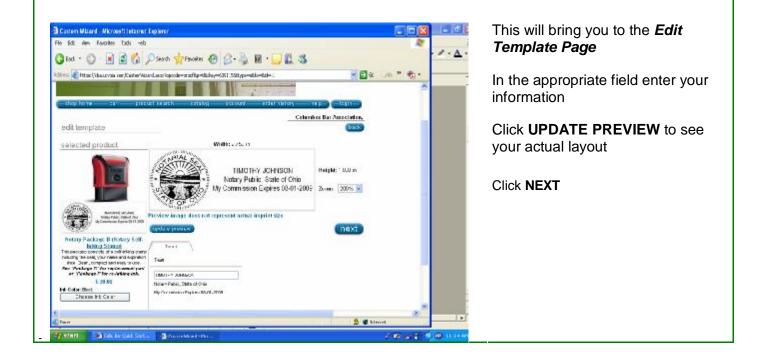
This will bring you to the **Select Template Page**

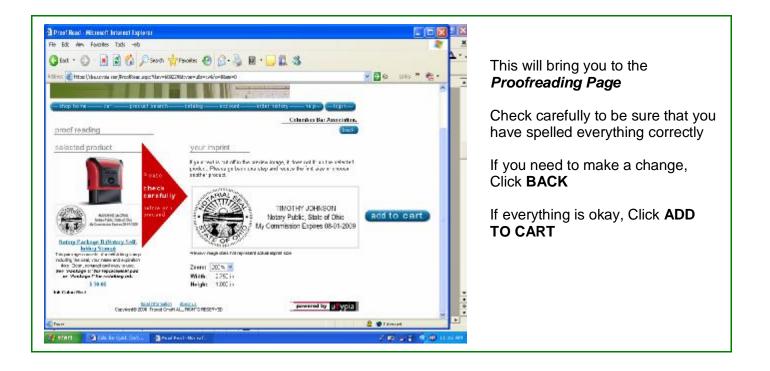
The templates that are available are for the Attorney Layout and the Standard Notary Layout

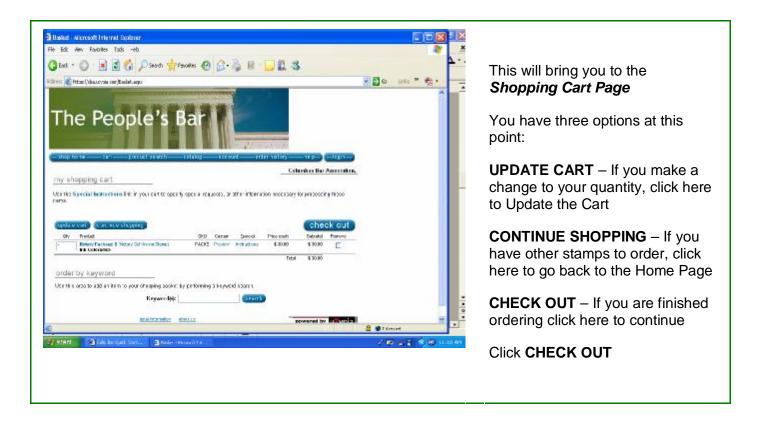
Click on the Template that applies to your commission

For this example, we will click on the NOTARY SEAL Layout Template









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This will bring you to the *Member Registration Page*

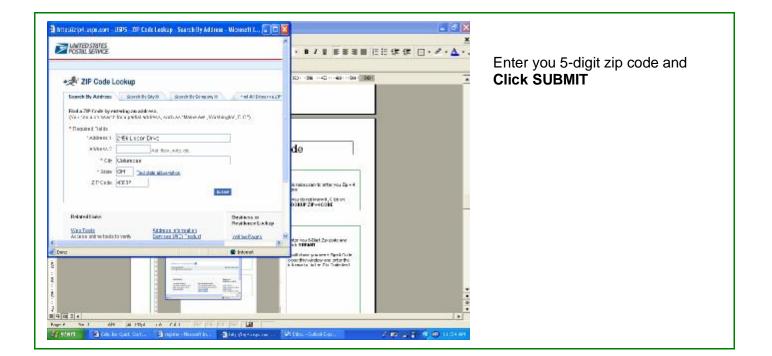
Here is where you will CREATE your USER ID and PASSWORD for future orders and enter information for payment

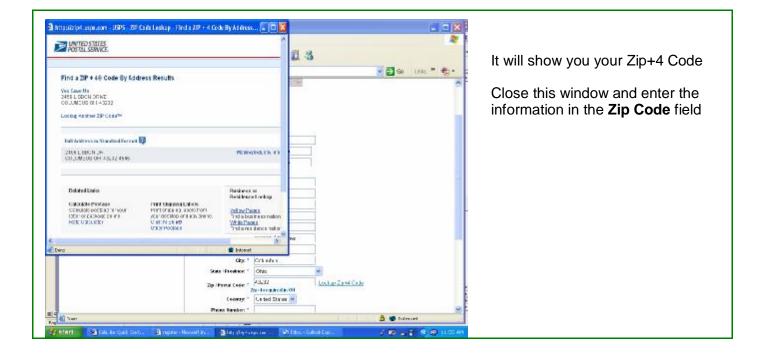
USER ID: This should be a minimum of 6 characters using any combination of letters or numbers

PASSWORD: This should be a minimum of 6 characters using any combination of letters or numbers

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PHONE NUMBER: Enter you Phone Number EMAIL ADDRESS: Enter the

email address where you would like to receive your Order Confirmations

Click **SUBMIT** (*This will take about* 30 seconds to calculate the information, only Click Submit ONE time)

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Select your CARD TYPE

NAME ON CARD: Enter the name on your Credit Card

CARD NUMBER: Enter your Card Number with no spaces

EXPIRES: Select the Month and Year that your card expires

Only fields with a **BLUE** Asterisk are necessary

Click **CONFIRM AND SUBMIT ORDER** to place your order. You will receive an email confirmation.