## **Steps for Logging into Purchased Notary Courses**

Please email <u>notary@cbalaw.org</u> with any questions or if you need assistance.

1. Go to <u>www.cbalaw.org</u> and select "Login" in the top left corner of the page. If you see your name instead of "Login", then select your name. This will take you to the portal dashboard.



2. On the Dashboard, select "Purchased Courses" from the left-page column.

<b>23</b> Dashboard	2.8	Membership Info You are currently logged in as defined and are not a member:	
App 2.4		Alerts & Reminders	
My Profile		Communications preferences update required Please take a minute to update your communication preferences	12
8 Purchased Courses	0	Upcoming Self-Study CLE You may be interested in the upcoming Attorney Notary Education	
\$ WLFC		Upcoming Self-Study CLE You may be interested in the upcoming Postruptial Agreements: What to Know and How It Could Impact You Precision	2
血 Invoices & Receipts		Comming Self-Study CLE You may be interested in the upcoming An Employer's Duty: Reporting Unolatmod Funds	12
Saved Gards			
<b>#</b>			

3. You will be taken to a new screen called "Purchased Courses"

Columbus Bar							
	Purchased Courses						
		Course	Completed	CLE Hours	Easy Pass		
	VIEW COURSE	Renewal Notary Education: ON-DEMAND VIDEO	Ν	0.00	N		

4. Select "View Course" for the purchased course you want to view. This will open a new window with the course and course related materials.