



## Accepting a Company Partnership

Select **My Company**.

**Note:** This is available to Company Administrators only.

The screenshot shows the top navigation bar with the following items: Home, My Messages, My Team, My Company (highlighted with a red box), Support Center, and Jean-Luc Picard. Below the navigation bar, there are three main content cards: Digital Close Enterprise, Digital Close (with a red 'NEW' badge), and eNotary.

Select Edit for the company you would like to accept a partnership.

The screenshot shows the 'My Company' management page. It has tabs for 'Companies' and 'Users'. Below the tabs is a search bar labeled 'Search companies'. A table lists the companies with columns: Company Name, Company Type, Address, City, State, and Action. The first row shows 'Stargazer Title' with a status of 'Title', address '1234 awesome rd', city 'Phoenix', and state 'AZ'. The 'Action' column for this row contains 'Edit' (highlighted with a red box) and 'Add Branch'. The page footer indicates 'Display 1 of 1 items'.

Select **Partners** from the Menu on the left, then select **Accept**.

The screenshot shows the 'Your Partners' management page. On the left is a sidebar menu with options: General Information, Users, Partners (highlighted), Branches, Instruction Configuration, Pre-Close Setup, and Message Configuration. The main content area has a search bar labeled 'Search companies' and a 'States' dropdown menu set to 'Choose States...'. Below this is a table with columns: Company Name, Status, and Action. The first row shows 'Stargazer Title' with a status of 'Pending'. The 'Action' column for this row contains 'Accept' (highlighted with a red box) and 'Reject'. The page footer indicates 'Display 1 of 1 items' and there is an 'Add Partner' button at the bottom.



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