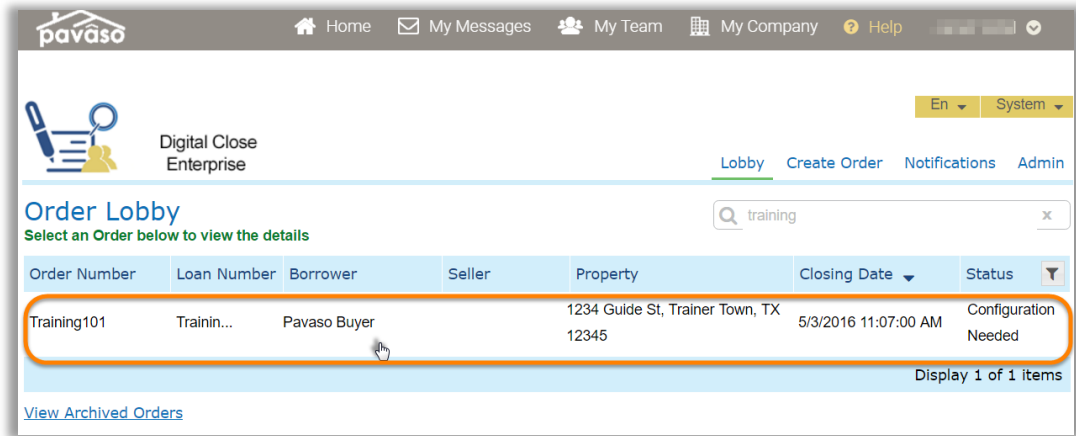




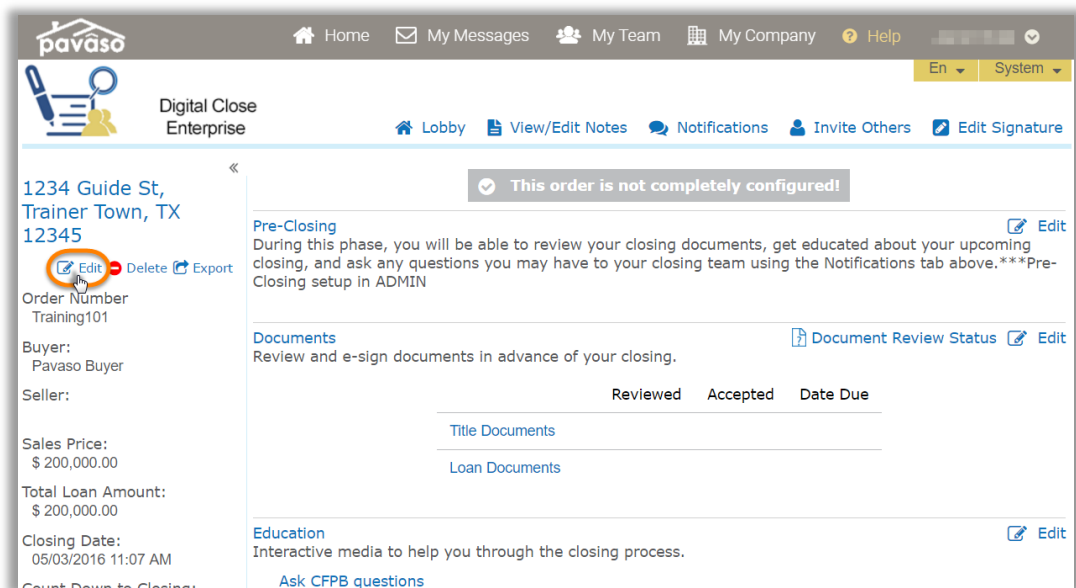
Before the Order is ready to close, a Closing Agent must be assigned to the Order.

Note: If the Closing Agent is not assigned, he or she will not be able to see the Order in Signing Table or Web Closing.

Access the order via the **Order Lobby**.



On the top left corner of the screen, select **Edit** underneath the property address.





Scroll to the **Closer** section.

Select the desired company from the **Company** dropdown. This will generate a list of all available users within that company in the **Closer Email Address** dropdown. Select the desired Closing Agent from this list.

*Note: Pavaso term **Closing Agent** encompasses all positions within a title company. This could include an escrow officer, title agent, closing agent, etc.*

If the Closing Agent is not in the above drop-downs, click on the **Other** option and enter his or her email. If the rest of the information fields auto-populate, then the Closing Agent entered already has a Pavaso account. If it does not, you will need to fill in his or her information in the fields. Once the changes are saved, the Closing Agent will receive an invitation email to join Pavaso.

To add another closing agent user, select **Add Another Closer**.

Pavaso Support

Business Hours: Monday – Friday 7:00 am – 8:00 pm CST

Email: support@pavaso.com

Phone/ Closing Hotline: (866) 288-7051, Option 3

24/7 Online Help Library: Log into your Pavaso account and click on **Help** next to your name.