

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.

pavâso		삼 Home	My Messages	🐣 My Team	🏢 My Comp	any 📀 Help 🛛	• • • • •	
	Digital Close Enterprise				Lobby C	E Create Order Notif	n 🚽 System fications Adm	• nin
Order Lob Select an Order be	CY low to view the de	tails				g	2	x
Order Number	Loan Number	Borrower	Seller	Property		Closing Date 🚽	Status	T
Training101	Trainin	Pavaso Buyer	ŋ	1234 Guide St, T 12345	rainer Town, TX	5/3/2016 11:07:00 AN	Configuration I Needed	'n
						Dis	play 1 of 1 iten	ns
View Archived Ord	<u>ders</u>							

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

pavâso	👚 Home 🖂 My Messages 🙁 My Team 朣 My Company 💡 Help 💿 💿
Digital Clos	En 🗸 System 🗸
Enterprise	a 🖌 👌 💾 View/Edit Notes 🙊 Notifications 🎍 Invite Others 🛛 Edit Signature
« 1234 Guide St,	This order is not completely configured!
Irainer Iown, IX 12345 CE Edit Delete C Export Order Number Training101	Pre-Closing During this phase, you will be able to review your closing documents, get educated about your upcoming closing, and ask any questions you may have to your closing team using the Notifications tab above.***Pre-Closing setup in ADMIN
Buyer: Pavaso Buyer	Documents Pocuments in advance of your closing.
Seller:	Reviewed Accepted Date Due
Sales Price:	Title Documents
\$ 200,000.00	Loan Documents
Total Loan Amount: \$ 200,000.00	
Closing Date: 05/03/2016 11:07 AM	Education Interactive media to help you through the closing process.
Count Down to Closing:	Ask CFPB questions



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.

Company	Company	Closer Email Address (*)		
	BH Title •	cindycloser@mailinator.com	Username	
Other	Closer Email Address (*)		cindycloser@mailinator.com	
	First Name (*)	Middle Name	Last Name (*)	
	Cindy		Closer Cell Phone	
	Street Address	City		
		Cindy		
	Zip Code	State		
		(Please select an item)		
Is this Clos	er the Notary for this Order?			
	- No (Please fill in the Notary det	ails below)		

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.