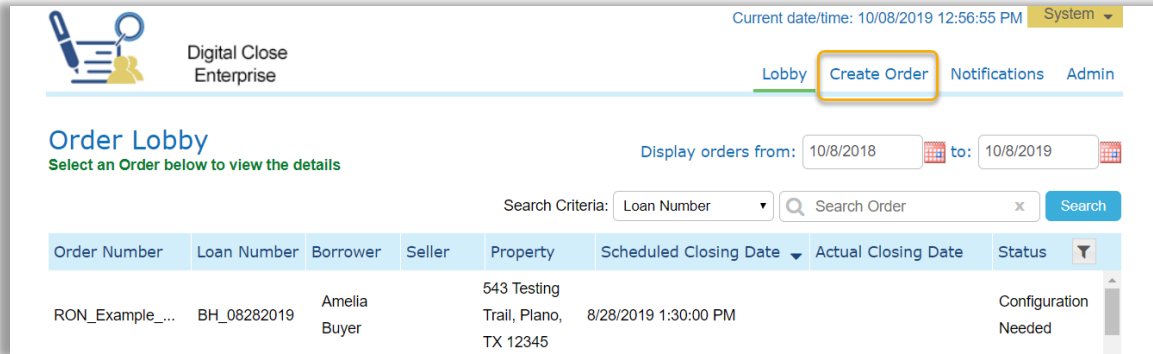




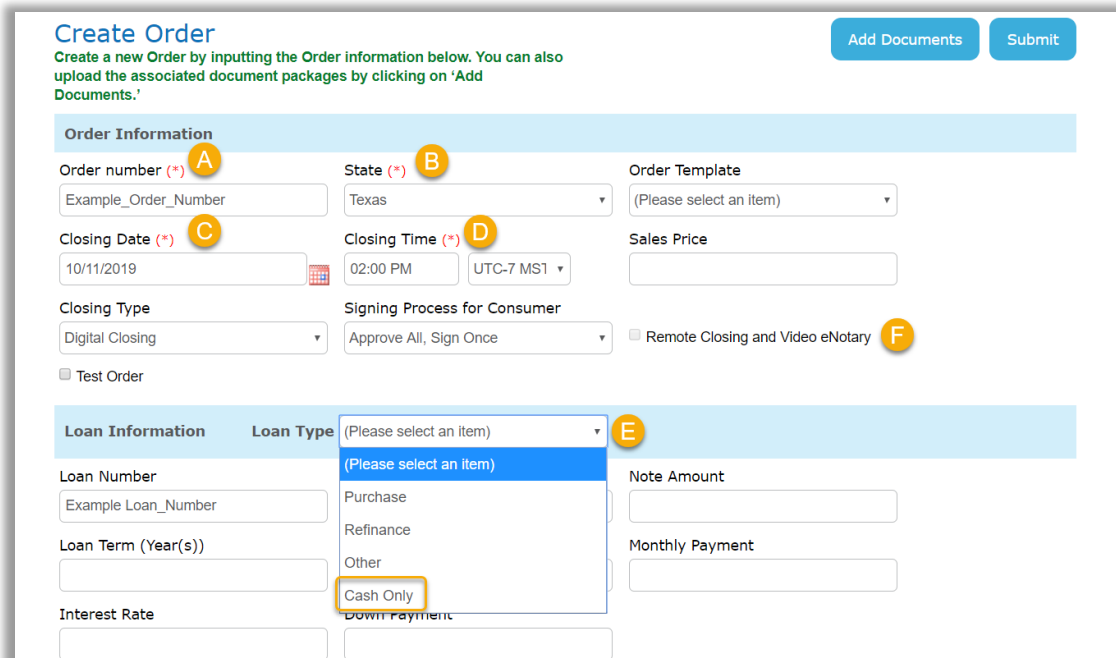
## Creating a Cash Order

From the **Order Lobby**, select **Create Order**.



Complete all required order fields.

- A. **Order number:** Create a unique order number for the order.
- B. **State:** Select the property state from the drop down.
- C. **Closing Date:** Choose the date the order is scheduled to close.  
*Note: This will not affect the order's ability to close. This is for display purposes in the portal only.*
- D. **Closing Time:** Select the closing time and time zone.
- E. **Loan Type:** Select **Cash Only** from the drop down. The **Loan Number** entry field will revert to N/A.
- F. **Optional – Remote Closing and Video eNotary:** If this is a RON closing, select this box. The state selected in the drop down must allow RON for this to be enabled.
- G. **Property Address:** Enter the address of the property.





**G Property**

Street Address (\*)  
963 Apple Avenue

City (\*) State (\*) Zip Code (\*)  
Plano Texas 12345

Property Type Tax ID County  
(Please select an item)

Legal Description

Both buyers and seller information should be entered in Order Details. There are required fields for each:

- A. **Email and Street Address:** Enter the email address of the consumer. Confirm the email address is correct as the Pavaso invitation email will be sent to this address. Enter the mailing address for the consumer.  
*Note: Buyers or sellers can share an email address if necessary. Each user will still receive an invitation email and be required to create their own account.*
- B. **Optional – International Phone Number:** For RON transactions, international numbers can be used to send ID verification texts. The number must be able to receive text messages from a U.S.-based phone number.
- C. **Add another Buyer/Seller:** Select this option to add an additional buyer or seller to the order.

**Buyer**  This is a company, LLC, or group account

**A** Email Address Username  
exampleconsumeruser@yahoo.com

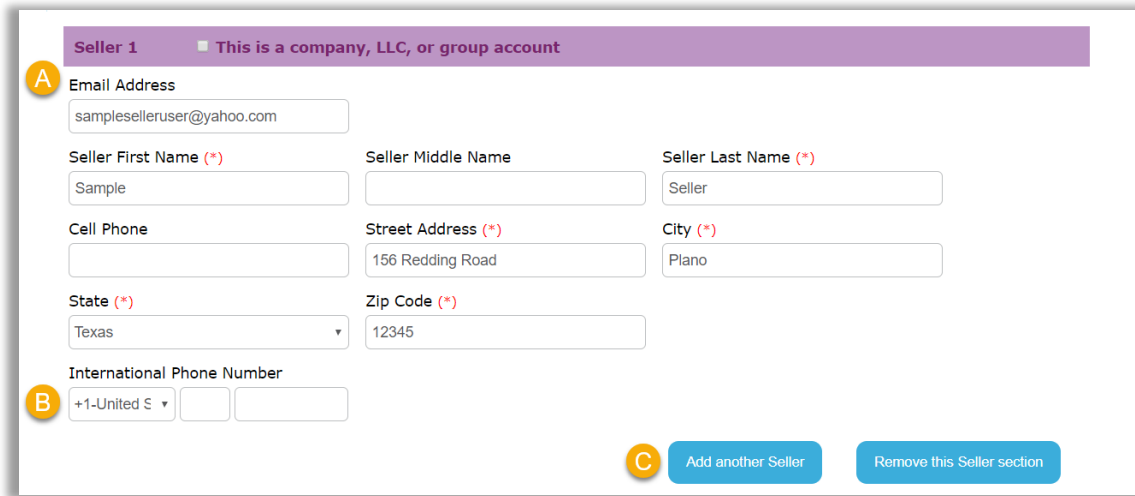
Buyer First Name Buyer Middle Name Buyer Last Name  
Example Consumer

Cell Phone Street Address (\*) City (\*)  
123 Right Road Plano

State (\*) Zip Code (\*)  
Texas 12345

**B** International Phone Number  
+1-United S

**C** Add another Buyer



**Seller 1**  This is a company, LLC, or group account

**A** Email Address  
sampleselleruser@yahoo.com

Seller First Name (\*) Sample  
Seller Middle Name  
Seller Last Name (\*) Seller

Cell Phone  
Street Address (\*) 156 Redding Road  
City (\*) Plano

State (\*) Texas  
Zip Code (\*) 12345

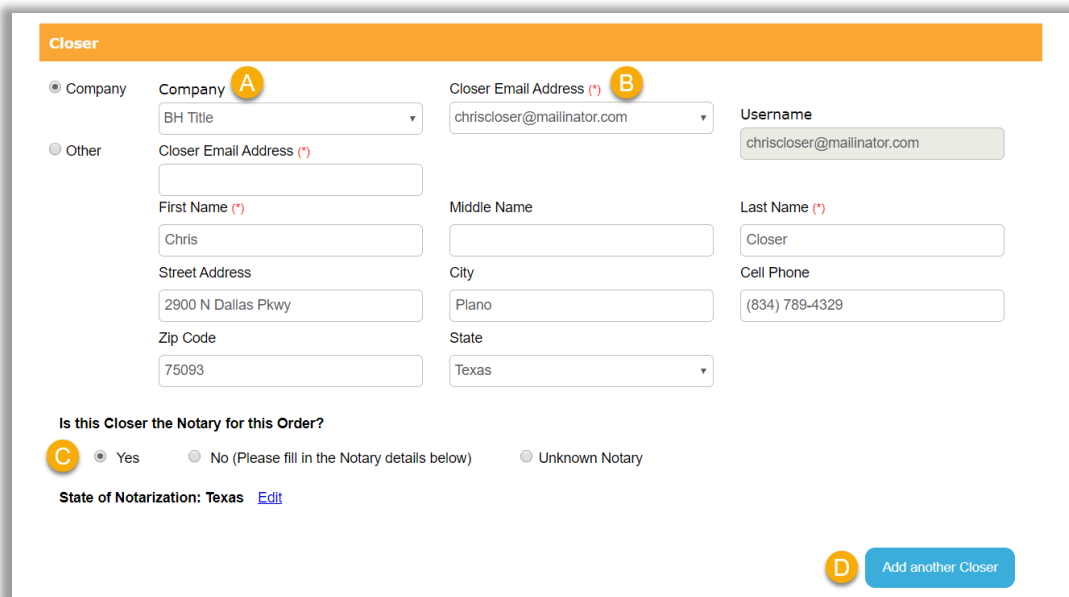
**B** International Phone Number  
+1-United S

**C** Add another Seller Remove this Seller section

Assign the closing agent. Complete the required fields:

- A. **Company:** Select the applicable company from the drop down. Associated companies/branches appear.
- B. **Closer Email Address:** Choose the closing agent to be associated with the order. If the required user is not available in the drop down, contact the company administrator.
- C. **Is this Closer the Notary for this order?:** If the user will be eNotarizing, select **Yes**. If the user is a registered eNotary with Pavaso, the **State of Notarization** will appear. If not, an error appears. If eNotarization does not apply to this order, leave the default **Unknown Notary** selection.
- D. **Add another Closer:** Multiple users can be associated with an order. Adding another closing agent allows this additional user to access and close the order on Pavaso.

*Note: This also applies to mobile/remote notaries associated with your company.*



**Closer**

Company **A** Company BH Title  
 Other Closer Email Address (\*)

Closer Email Address (\*) chrisclouser@mailinator.com **B** Username chrisclouser@mailinator.com

First Name (\*) Chris Middle Name Last Name (\*) Closer

Street Address 2900 N Dallas Pkwy City Plano Cell Phone (834) 789-4329

Zip Code 75093 State Texas

Is this Closer the Notary for this Order?  
**C**  Yes  No (Please fill in the Notary details below)  Unknown Notary

State of Notarization: Texas [Edit](#)

**D** Add another Closer



The **Additional Party** section is optional and can be used to add the following to an order:

- Co-Borrower
- Loan Officer
- Loan Processor
- Non-Purchasing Spouse
- Title Holder

Once all fields are complete, click **Submit** to create the order.

A screenshot of a web form titled "Additional Party" with a light blue header. The form contains several input fields: "As Role" (a dropdown menu with "(Please select an item)" as the placeholder), "Email Address", and "Username" (all in the top row); "First Name", "Middle Name", and "Last Name" (all in the bottom row). A blue button labeled "Add another Party" is positioned to the right of the name fields. Below the form is a section titled "Uploaded Order Documents" with a light blue background. At the bottom right of this section are two blue buttons: "Add Documents" and "Submit".



### Additional Party Permissions

	Add users to company	Close Orders	Change Company Config Settings	Upload Documents	Modify Order Details	Pre-Closing Review required for Pending Closing status	Able to sign documents
Co-Signer	N	N	N	N	N	Y, if tags are assigned	Y, if tags are assigned
Loan Officer	Y, if Company Admin	Y	Y	Y	Y	N/A	Y, if tags are assigned. Must complete before order moves to Closed status. Documents can be signed prior to closing
Loan Processor	Y, if Company Admin	Y	Y	Y	Y	N/A	Y, if tags are assigned. Must complete before order moves to Closed status
Non-Purchasing Spouse	N	N	N	N	N	Y, if tags are assigned	Y, if tags are assigned
Title Holder	N	N	N	N	N	Y, if tags are assigned	Y, if tags are assigned

### Pavaso Support

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

Email: [support@pavaso.com](mailto: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.