



# Creating and Modifying a Signature

## For Closing Agents and eNotaries

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Pavaso, Inc.

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**Important Note**

This guide is intended for users who have completed the eNotary billing and commission steps of the registration process. You can find instructions on that process [here](#).

## Adding a Signature as a New eNotary

After submitting an eNotary request, Pavaso's Support team reviews the submitted information. Upon approval, the Notary receives an approval email. Upon the next sign in, the Notary receives a pop up to set up their electronic signature. This signature is used anywhere you sign on Pavaso.

- A. Draw your Signature:** Draw your signature using either a mouse or stylus.
- B. Delete:** Delete the entry and draw the signature again.
- C. Upload:** Upload a version of your signature that you would like to use across Pavaso. This can only be done once. Any updates to your signature must be drawn on your device.
- D. Draw your Initials:** Draw your initials using either a mouse or stylus.
- E. Delete:** Delete the entry and draw the initials again.
- F. Upload:** Upload a version of your initials that you would like to use across Pavaso. This can only be done once. Any updates to your initials must be drawn on your device.

### Signature Completion

Your Pavaso eNotary submission has been approved!

Please draw or upload your signature below. This signature will be used for all Pavaso signings and can be updated if needed.

Draw your signature    Delete    Upload

**A**    **B**    **C**

Draw your Initials    Delete    Upload

**D**    **E**    **F**

Save

## Draw Signature and Initials

Initials and signatures can be drawn using a mouse or touchscreen device with stylus. If there is an error or you would like to re-draw, select **Delete** to start over.

### Signature Completion

Your Pavaso eNotary submission has been approved!

Please draw or upload your signature below. This signature will be used for all Pavaso signings and can be updated if needed.

Draw your signature [Delete](#) [Upload](#)



Draw your Initials [Delete](#) [Upload](#)



[Save](#)

## Upload Signature and Initials

A version of your signature and initials can also be uploaded to the platform. The file must be in PNG format not exceeding 5 MB.

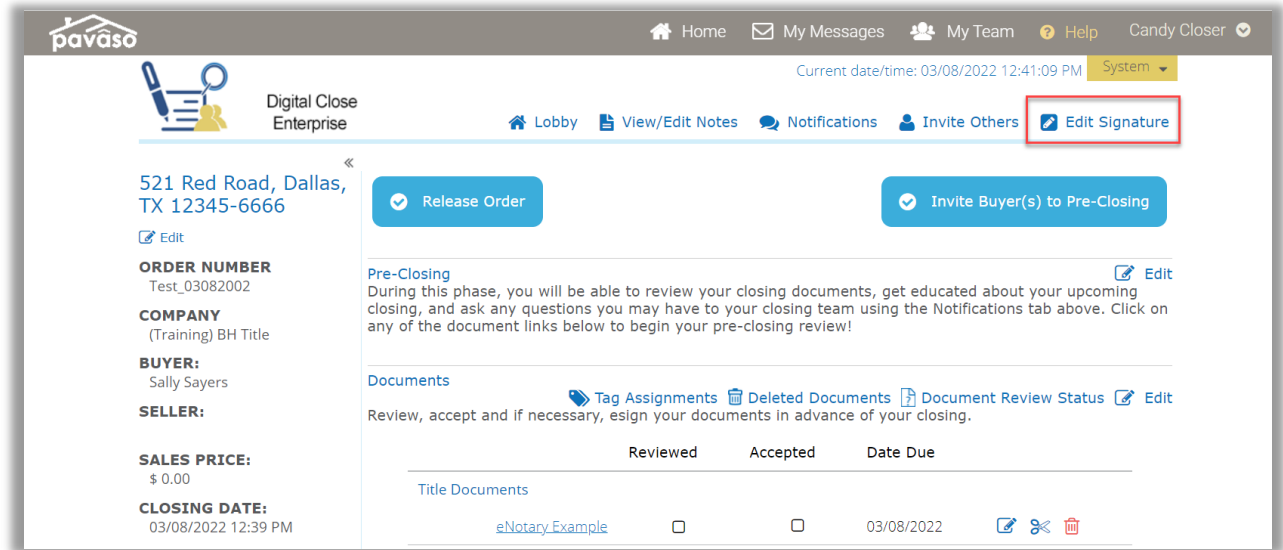
**Note:** This can only be done once. Uploaded signatures and initials cannot be modified.



# Update Signature and Initials

## Update Within an Order

From within any order, select **Edit Signature**.



Within the pop-up, you will see the previously saved signature and initials. To re-draw the signature and/or the initials, select **Delete**. If enabled for the company that created the order, **Select Pre-Drawn Style** is also available. You can select a font signature to replace the previously drawn or uploaded signature.



## Update During Closing

When entering a closing, your signature can be updated on the signature setup screen. Your previously saved signature and initials display here. To re-draw the signature and/or the initials, select **Edit**.



If enabled for the company that created the order, **Select Pre-Drawn Style** is also available. You can select a font signature to replace the previously drawn or uploaded signature.



## Pavaso Support

**Support Hours:** <https://pavaso.com/contact/>

**Phone/ Closing Hotline:** (866) 288-7051

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

[View Our 24/7 Online Help Library](#)