



Document Review and Account Creation Status

At any time during the order process, you can view the status of Signers' document review and account creation.

Document Review Status

The Document List will show the **Reviewed** and **Accepted** column. This indicates which documents have been reviewed and accepted by each Signer.

An orange check mark indicates at least one Signer has reviewed or accepted a document. A black check mark indicates all Signers have reviewed or accepted a document.

Select the **Document Review Status** to view the status of each Signer's review and approval of each document.

The screenshot shows the 'Digital Close Enterprise' interface for order 543 Tail Trail, Dallas, TX 12345. The interface includes a navigation bar with 'Home', 'My Messages', 'My Team', 'My Company', 'Help', and 'Lauren Lender'. A notification states 'You have invited all participants to review their documents.' The 'Pre-Closing' section provides instructions on reviewing documents. The 'Documents' section is highlighted with a red box and contains a table of document review status.

	Reviewed	Accepted	Date Due	
Title Documents				
Right to Appraisal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2020	
Survey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2020	
Mailing Address Certification	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2020	
Loan Documents				
4506-T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/01/2020	
Compliance Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/01/2020	
NAME AFFIDAVIT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/01/2020	
NOTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2020	
1003	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2020	

Select each Signer's name to view the status of each Signer.

The 'Document Review Status' modal window shows a filter for 'Completed by all' and a table of document review status for individual signers. The 'Choose User:' dropdown is set to 'All'. The table shows the review status for 'Natalie Buyer' and 'Stanley Buyer' across various documents.

Choose User:	Reviewed	Accepted	Date Due
All			
Natalie Buyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2020
Stanley Buyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2020



Document Review and Account Creation Status

This information can also be found from the **Closing Setup** phase.

The screenshot displays the 'Closing Setup' phase in the Pavaso Digital Close Enterprise system. The interface includes a navigation bar with options like Home, My Messages, My Team, My Company, Help, and the user's name, Lauren Lender. The main content area is titled 'Closing Setup' and provides instructions for reviewing documents. A 'Documents' section contains a table with columns for 'Reviewed', 'Accepted', 'Date Due', and 'Wet Signature Required'. The 'Closing Setup' button in the left sidebar and the 'Document Review Status' button in the top right of the document list are highlighted with red boxes.

543 Tail Trail, Dallas, TX 12345
Closing Setup

ORDER NUMBER: BH_09012020
COMPANY: (TEST) BH Lender
BUYER: Natalie Buyer
SELLER:

SALES PRICE: \$ 0.00
CLOSING DATE: 09/01/2020 09:20 AM
COUNT DOWN TO CLOSING: 0 DAYS 0 HOURS 0 MINUTES 0 SECONDS

Take a Tour
Pre-Closing Review
Closing Setup
Closing

Documents
Print Bundle of Documents | Deleted Documents | Rearrange Documents | **Document Review Status**

Review, accept and if necessary, esign your documents in advance of your closing.

	Reviewed	Accepted	Date Due	Wet Signature Required (Hybrid Closing Only)
Title Documents				
Right to Appraisal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2020	<input type="checkbox"/>
Survey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2020	<input type="checkbox"/>
Mailing Address Certification	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2020	<input type="checkbox"/>
Loan Documents				
4506-T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/01/2020	<input type="checkbox"/>
Compliance Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/01/2020	<input type="checkbox"/>
NAME AFFIDAVIT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/01/2020	<input type="checkbox"/>
NOTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/01/2020	<input checked="" type="checkbox"/>
1003	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2020	<input type="checkbox"/>



Account Creation Status

Before an order is in Pending Closing status, the Signer account status can be found under the **Closing** phase. As the Signer progresses through the required steps, each checkmark will complete. Once the order is in Pending Closing, this information will no longer be visible.

The screenshot shows the 'Digital Close Enterprise' interface. On the left, there is a sidebar with order details: '543 Tail Trail, Dallas, TX 12345', 'ORDER NUMBER BH_09012020', 'COMPANY (TEST) BH Lender', 'BUYER: Natalie Buyer', 'SELLER:', 'SALES PRICE: \$ 0.00', 'CLOSING DATE: 09/01/2020 09:20 AM', and a 'COUNT DOWN TO CLOSING:' timer showing 0 days, 0 hours, 0 minutes, and 0 seconds. Below the timer are buttons for 'Take a Tour', 'Pre-Closing Review', 'Closing Setup', and 'Closing'. The main content area displays a message: 'This order is still in the Pre-Closing phase. Your Closing will not be available to start until the Configuration and Pre-Closing Review have been completed.' Below this message is a 'Consumer Status' section with a link for 'Document Review Status'. A table shows the status for 'Buyer' and 'Non-Consumers'.

	Created account	Started Review	Ready to close
Buyer			
Natalie Buyer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stanley Buyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Consumers			
	Created account	Action(s) Required	Action(s) Completed
Lauren Lender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cindy Closer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pavaso Support

Business Hours: Monday – Friday 7:00 am – 8:00 pm CST ([holiday schedule](#))

Email: support@pavaso.com

Phone/ Closing Hotline: (866) 288-7051

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