

Document Review and Account Creation Status

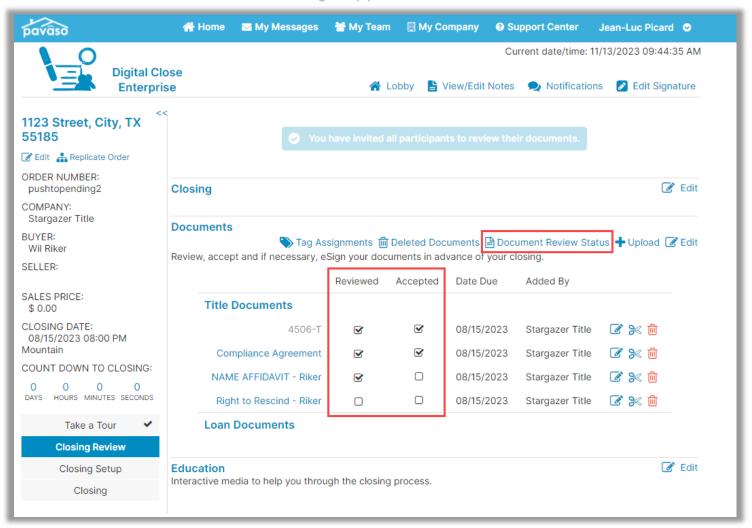
Document Review Status

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

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

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

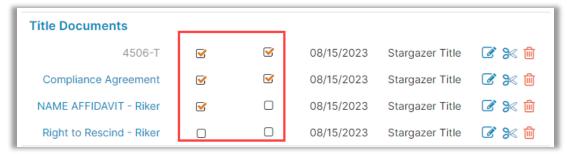
Note: This information can also be found in the Closing Setup phase.



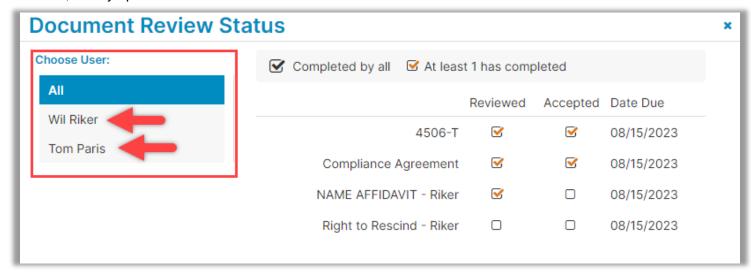


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Example of orange check marks



Select all, or any specific user to check the document status.

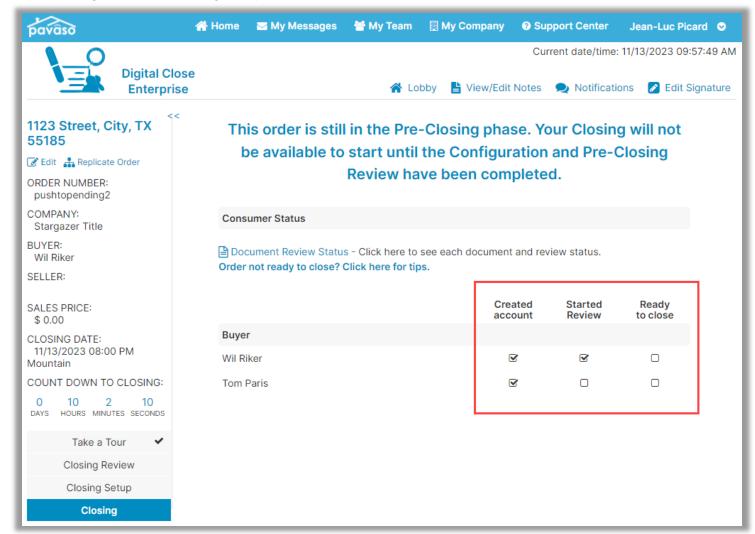




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Account Creation Status

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 from the Closing tab. It will always be available under Closing Review or Closing Setup.



Pavaso Support

Support Hours: https://pavaso.com/contact/ Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com View Our 24/7 Online Help Library