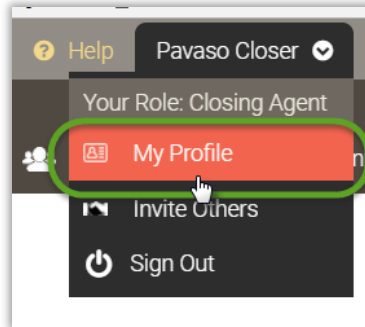




Accessing My Profile

While signed into your Pavaso account, hover over your name at the top right corner and click on **My Profile**.



General Information

The My Profile screen will open to the first link listed as **General Information**. Add or edit Profile, Contact, and Mailing Address information.

A screenshot of the Pavaso Profile page. The page is titled 'Pavaso Profile' and has a sidebar on the left with links: 'General Information', 'Notification Settings', 'Change Password', 'Manage Applications', and 'Notary'. The main content area is divided into three sections: 'General Information', 'Contact Information', and 'Mailing Address'.
General Information: Includes a profile picture of a man in a suit, a 'Change Photo' button, and fields for Username (pavasocloser@mailinator.c), First Name (Pavaso), Middle Name, Last Name (Closer), About Me (text area), Company (EZ Title), and Role (ClosingAgent).
Contact Information: Includes fields for Primary Phone ((123)-456-7890), Alternate Phone, and Email (pavasocloser@mailinator.com).
Mailing Address: Includes fields for Address 1 (2901 Dallas Pkwy), Address 2 (Suite 400), City (Plano), State (TX), and Zip Code (75093).
At the bottom, there are 'Cancel' and 'Save' buttons.



Notification Settings

In the **Notification Settings** link, you will be able to set or change Email Delivery Format Options.

General Information

Notification Settings

Change Password

Manage Applications

Notary

Email Delivery Format

Notification Settings HTML

Please send me...

- Pavaso's basic newsletter
- Offers and promotions from Pavaso
- Offers and promotions from Pavaso's partners & vendors

Forward all Digital Closing emails of my company's orders to me

EZ Title x

Cancel Save

Change Password

In the Change Password link, you will be able to change your Pavaso account password.

General Information

Notification Settings

Change Password

Manage Applications

Notary

Change Password

* Current Password

* New Password

Confirm New Password

Password tips:

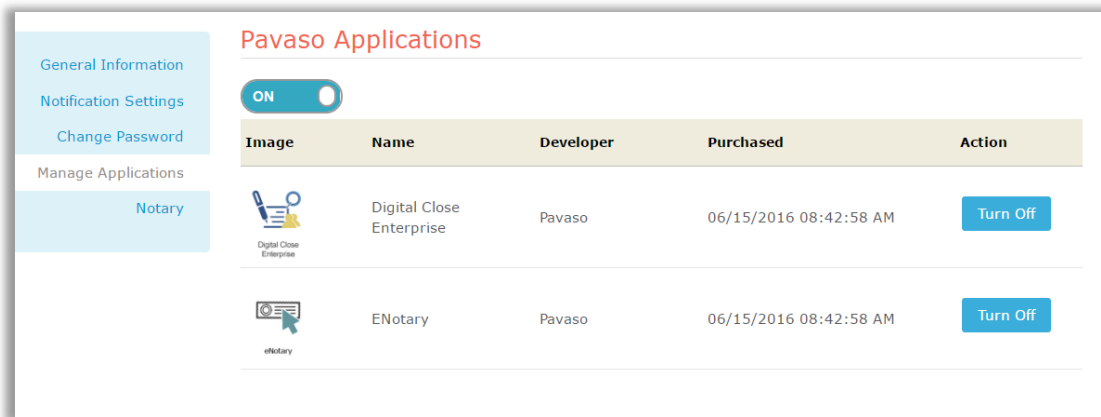
- Must not contain your username or parts of your full name that exceed 2 consecutive characters
- Must be at least 6 characters in length
- Must contain at least 3 of the following:
 - * Uppercase Character (A to Z)
 - * Lowercase Character (a to z)
 - * Digit (0 to 9)
 - * Non-alphabetic character (for example, !, \$, #, %)

Cancel Save



Manage Applications

The **Manage Applications** link allows you to manage all Pavaso applications whether installed or uninstalled on your Home Dashboard.

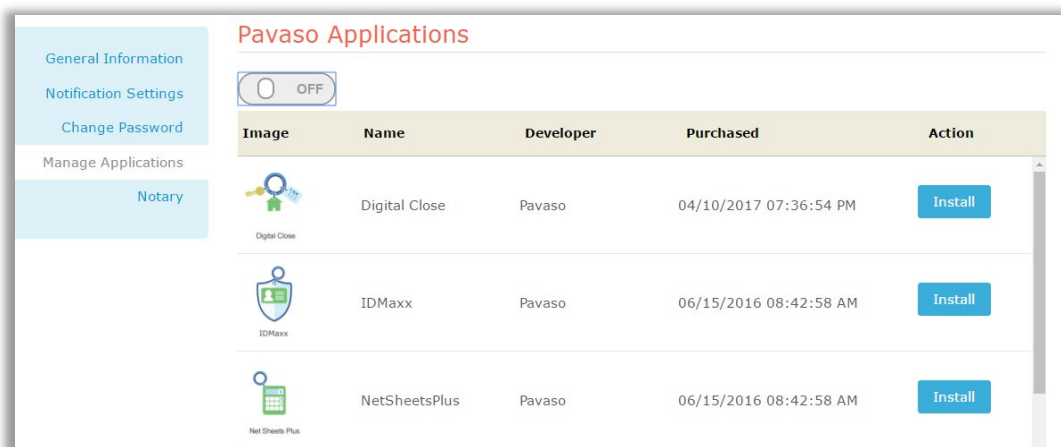
The link opens to a list of Pavaso applications currently installed on your Dashboard. To uninstall, click on the **Turn Off** button.






The screenshot shows the 'Pavaso Applications' interface with a toggle switch set to 'ON'. A sidebar on the left contains navigation links: General Information, Notification Settings, Change Password, Manage Applications, and Notary. The main content area features a table of installed applications.

Image	Name	Developer	Purchased	Action
	Digital Close Enterprise	Pavaso	06/15/2016 08:42:58 AM	Turn Off
	eNotary	Pavaso	06/15/2016 08:42:58 AM	Turn Off

To see a list of uninstalled Pavaso Applications, click on the toggle switch so that it shows **OFF**. Use the **Install** button to install any of them.



The screenshot shows the 'Pavaso Applications' interface with a toggle switch set to 'OFF'. The sidebar on the left is the same as in the previous screenshot. The main content area features a table of uninstalled applications.

Image	Name	Developer	Purchased	Action
	Digital Close	Pavaso	04/10/2017 07:36:54 PM	Install
	IDMaxx	Pavaso	06/15/2016 08:42:58 AM	Install
	NetSheetsPlus	Pavaso	06/15/2016 08:42:58 AM	Install



Notary

The **Notary** link allows you to register as an eNotary with Pavaso so that you can digitally notarize within our platform. There is a \$99.00 set up fee and \$50.00 annual renewal fee for this service.

General Information

Notification Settings

Change Password

Manage Applications

Notary

Notary

In order to be a Pavaso eNotary, you must register here. Use the tabs below to add your Billing Information, Notary Information, and Notary Commission Information.

For the list of items you would need for the registration, [click here](#).

Your eNotary Registration: ACTIVE

Notary Billing Information
Notary Information
Notary Commission Information
Notary Admin

i Your billing request to Mobile eNotaries was APPROVED on 03/28/2017.

i Your billing request to Pavaso Title was APPROVED on 03/28/2017.

Billing Effective Date	Billing Expiration Date	Billing Status	Bill To	Auto-renew
02/06/2017	02/06/2018	Active	Mobile eNotaries	<input type="checkbox"/>
		Approved	Pavaso Title	<input type="checkbox"/>

Display 2 of 2 items

➕ Add New

Journal Entries

From:

To:

Download Journal Entries

Note: The Notary Admin tab will only be visible to account administrators.

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.