

My Order is not in the Pending Closing status.

There are two steps that need to be completed by each Borrower before an Order can go into the Pending Closing status:

One: Each Borrower must review and accept each document.

Each Borrower must review and accept each document or at the very least review each document. *Note:* Any documents <u>not</u> accepted will <u>not</u> batch sign automatically.

To verify which Borrower has reviewed and/or accepted which document. See Document Review Status.

Two: Completing the Review and Accept process

When finished reviewing and/or accepting each document, each Borrower must click on two buttons:

1. "I verify my information is correct"

Congrats on completing your pre-closing process! a review of the items you reviewed during this process. If everything looks correct, click the 'I'm ready f button below to let your Lender and Title Company know you've completed this process.	
	I verify that the information below is correct

2. "I am ready to close"



Note: If you do not automatically see this screen, click on the green "Complete Pre-closing" button on the bottom left of your screen.



Pavaso Support

Support Hours: https://pavaso.com/contact/ Phone/ Closing Hotline: (866) 288-7051 Email: <u>support@pavaso.com</u> Online Help Library: Sign in to your Pavaso account and select Support Center