Printing a Copy of a Document (Without a Barcode)

Note: This option is not to be used for printing out wet-sign documents as this will not print out the barcode needed. This only provides a copy of the document <u>without</u> turning it into a wet-sign document.



1. In the Digital Close Enterprise Lobby, click on the Order to open.

	Digital Close Enterprise					Lobby Create Orde	er Notification
Order Lobb Select an Order belo	Y w to view the de	tails			Q buyer		х
Order Number	Loan Number	Borrower	Seller	Property		Closing Date ᆽ	Status
12162016_094004	EZ016De	Ben Buyer (^{ໃຫ} ງ		4006 Subject St, Dallas 75006	s, TX	11/18/2016 6:59:00 PM	Configuration Needed

2. Click on the green "Pre-Closing Review" button on the bottom left of your screen.



3. Click on the document that needs to be printed.

	Reviewed	Accepted	Date Due
Title Documents			
Loan Documents			
			05/31/2017
DEED OF TRUST - 17			05/31/2017

4. Click on the "Edit" button on the upper right corner.



5. Click on the "Print" button.

