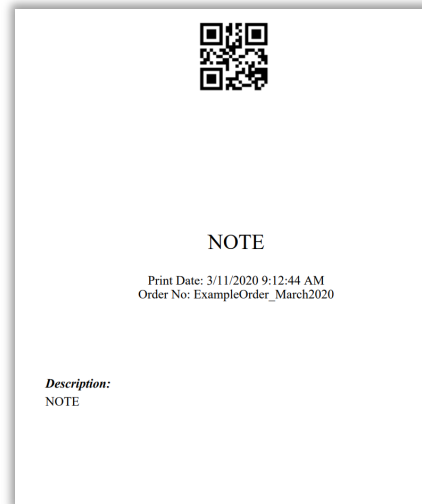




## Printing Wet Sign Documents

All documents designated for wet signature printed from Pavaso print with a corresponding QR code cover page. Wet sign documents must be printed and imported for the order to move to the Closed status.

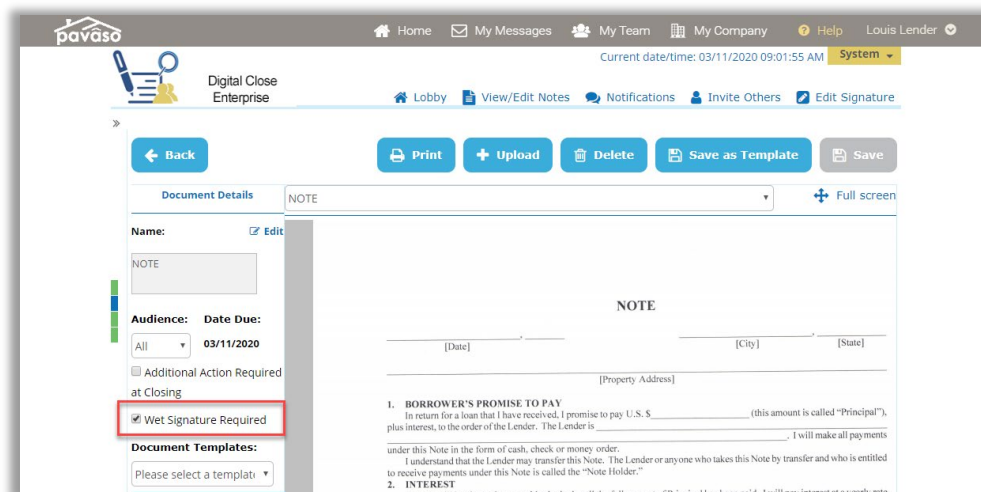


## Mark a Document for Wet Signature

Documents can be designated for wet signature in two places:

1. Edit mode
2. Closing Setup
- 3.

The **Wet Signature Required** checkbox must be selected to require a document be printed for wet signature. Select **Save** after making this selection.



Within Closing Setup, the **No/Yes** toggle will designate a document requiring wet signature.



# Printing and Importing Wet Sign Documents

**432 Round Rock Road, Dallas, TX 12345**

Order Number: ExampleOrder\_March2020  
Buyer: Stanley Buyer  
Seller:

Sales Price: \$ 0.00  
Closing Date: 03/11/2020 07:46 AM  
Count Down to Closing: 0 DAYS 0 HOURS 0 MINUTES 0 SECONDS

Take a Tour ✓  
Pre-Closing Review ✓  
**Closing Setup**  
Closing

**Closing Setup**

During this phase, the Lender and Closing Agent should make sure that all of the documents listed below are the ones needing to be presented at the final closing table. If you wish to change the stacking order of the documents, you may do so by click on 'Rearrange Documents.' If you need to Wet-ink sign any documents at the closing, you can click on the printer icon next to the document title.

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	Platform	Wet Signature Required
<b>Title Documents</b>					
<a href="#">Key Release Authorization</a>	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input type="checkbox"/>
<a href="#">Mailing Address Certification 1</a>	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input type="checkbox"/>
<a href="#">Right to Appraisal</a>	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input type="checkbox"/>
<a href="#">Right to Rescind</a>	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input type="checkbox"/>
<b>Loan Documents</b>					
4506-T	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input type="checkbox"/>
CD	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input type="checkbox"/>
Compliance Agreement	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input type="checkbox"/>
NAME AFFIDAVIT	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input type="checkbox"/>
NOTE	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2020	All	<input checked="" type="checkbox"/>

## Print from Closing Screen

**Note:** An order must be in Pending Closing status to see the below screen.

From inside the order, select the **Print** button.

**Digital Close Enterprise**

Current date/time: 03/11/2020 09:12:00 AM System

Lobby View/Edit Notes Notifications Invite Others Edit Signature

**432 Round Rock Road, Dallas, TX 12345**

Order Number: ExampleOrder\_March2020  
Buyer: Stanley Buyer  
Seller:

Sales Price: \$ 0.00  
Closing Date: 03/11/2020 07:46 AM  
Count Down to Closing: 0 DAYS 0 HOURS 0 MINUTES 0 SECONDS

Take a Tour ✓  
Pre-Closing Review ✓  
Closing Setup ✓  
Closing

Select where you want to close:

SIGNING TABLE (Windows 8 app)

WEB CLOSING (Any web browser)

PAPER CLOSING

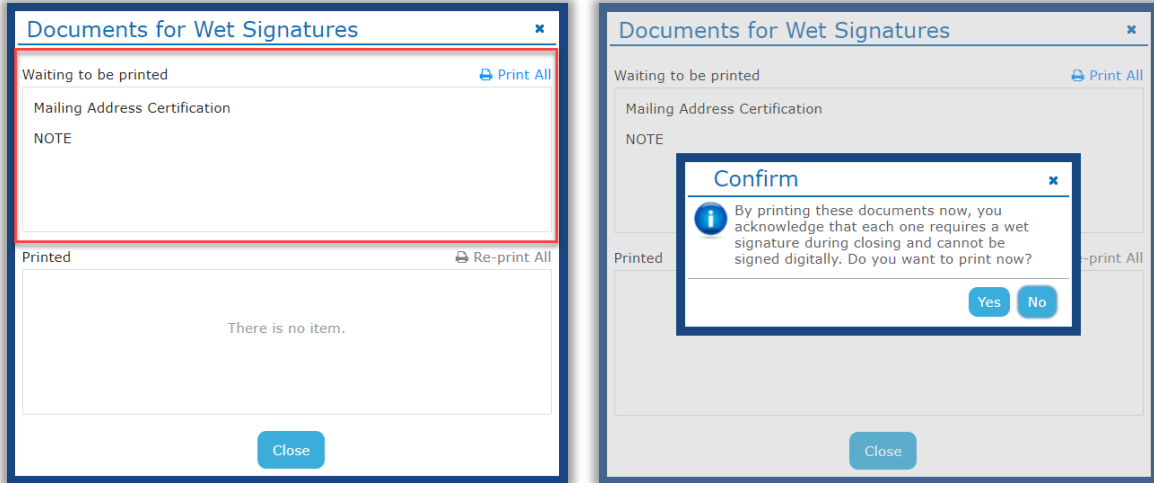
Continue

There are 2 documents requiring wet signatures. **Print**



# Printing and Importing Wet Sign Documents

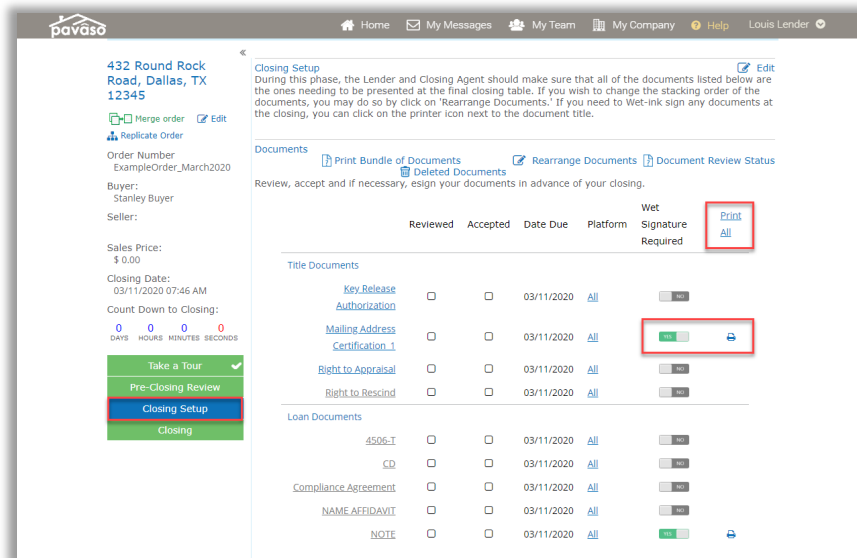
A pop up appears listing all documents requiring wet signature. Select **Print All** to print all documents in the **Waiting to be printed** section. Confirm these documents should be printed for wet signature. Once these documents are printed, they cannot be converted back to a digital document.



## Print from Closing Setup

From **Closing Setup**, select either the printer icon to print an individual document or the **Print All** link to print all documents marked for wet signature.

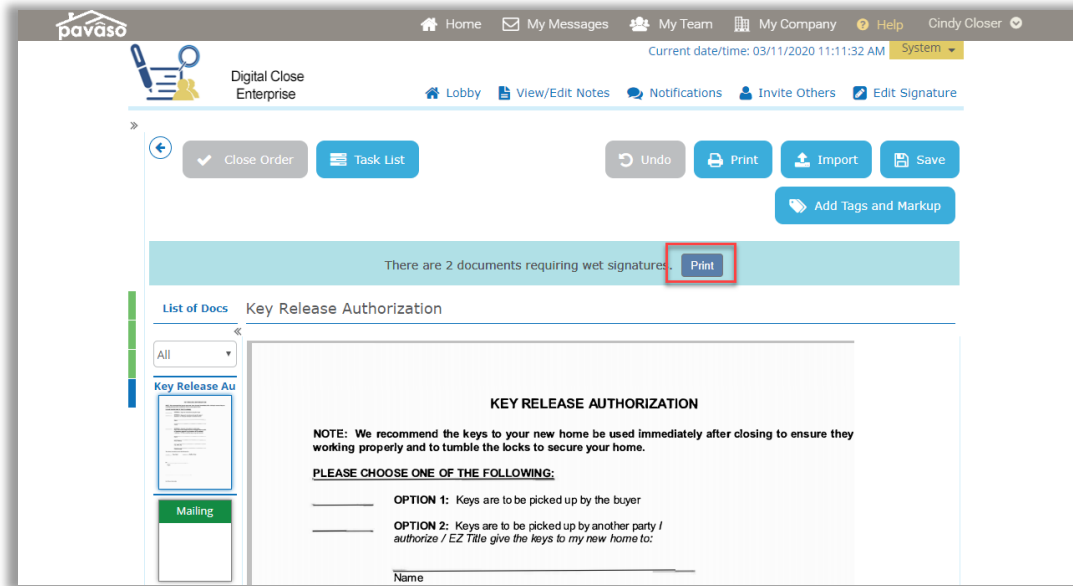
*Note: Printing from the **Print All** link will print all documents marked for wet signature including documents previously printed for wet signature.*





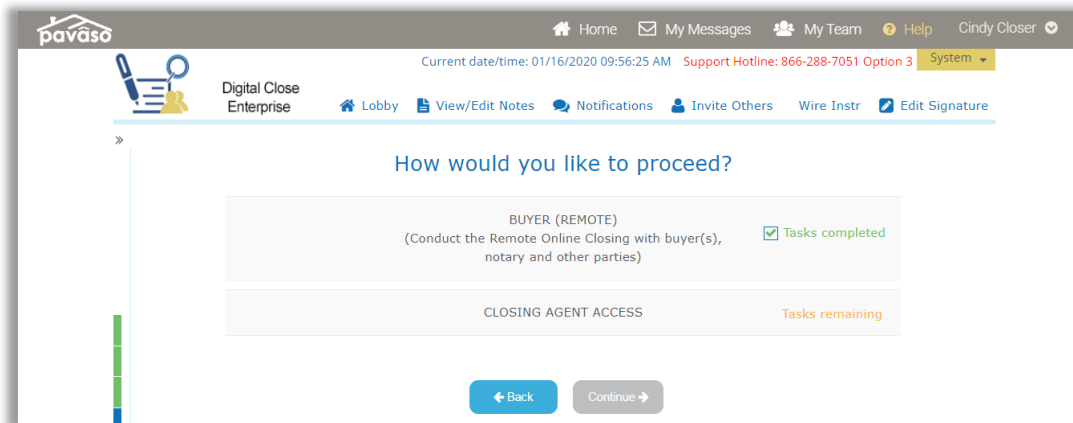
## Print During Closing

If documents need to be printed during closing, select the **Print** button near the top of the screen.



## Importing Wet Sign Documents

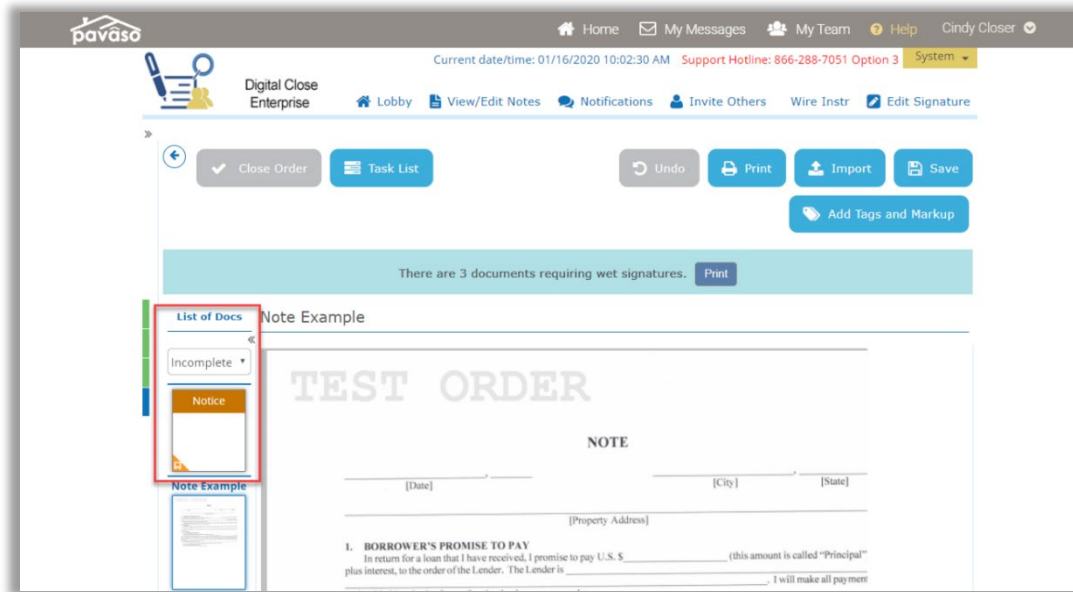
Select **Closing Agent Access** to upload wet-signed documents.



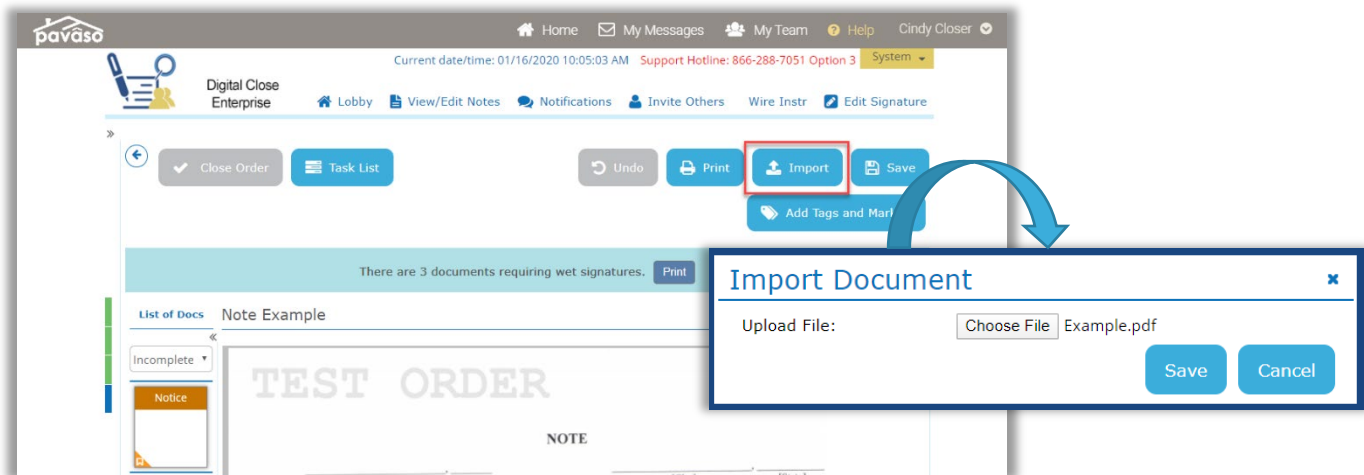


# Printing and Importing Wet Sign Documents

Complete any outstanding tasks for the notary/closing agent from this access point. Documents with digital tasks remaining appear on the left panel. Select **Incomplete** to see any documents that require action.



To import wet-signed documents, select **Import** and **Browse**. Locate the file containing all completed wet-signed documents and the coversheet that provide associated QR codes.





## Arranging Wet-Signed Documents

Importing wet-signed documents require an associated QR code cover page that is generated when printing documents for wet signature from Pavaso.

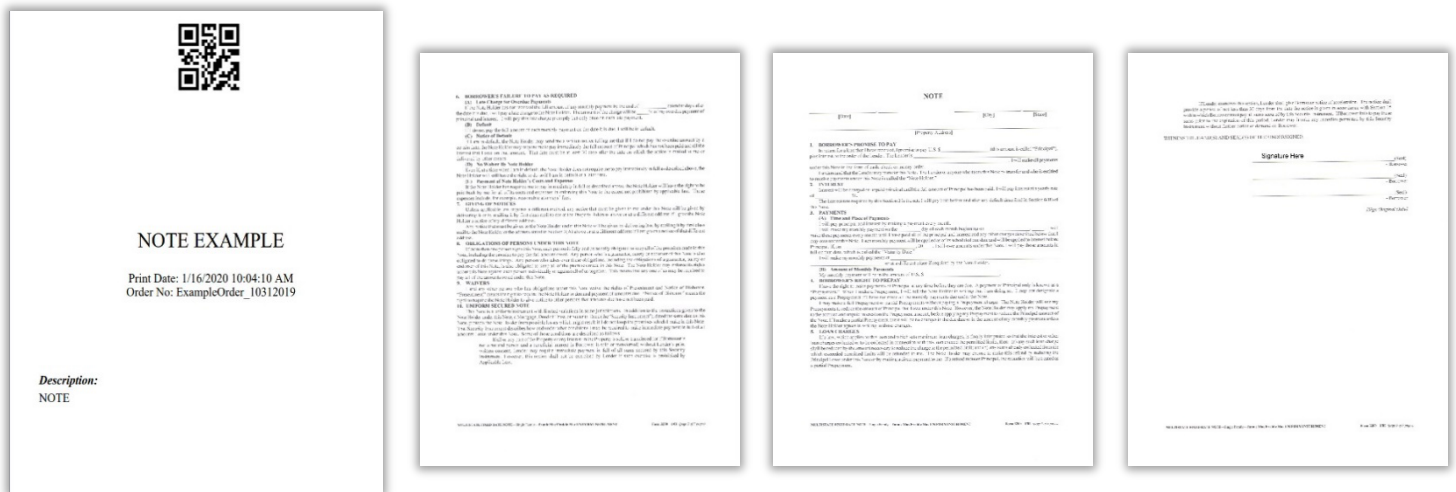
When importing, remember:

- The cover sheet must be in front of the corresponding document
- Multiple documents can be uploaded at the same time
- The number of pages printed must match the number of pages being imported
- Documents can be in any order when importing

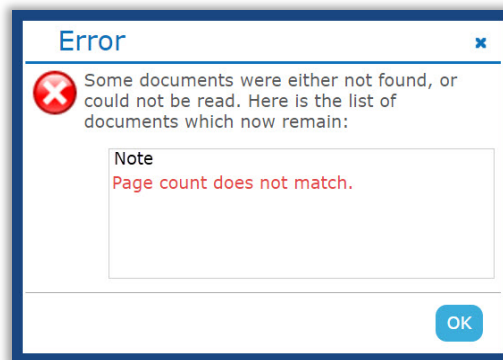
### Example:

The Note is printed and is three pages long.

When importing, the cover sheet must be on top of the three-page document.

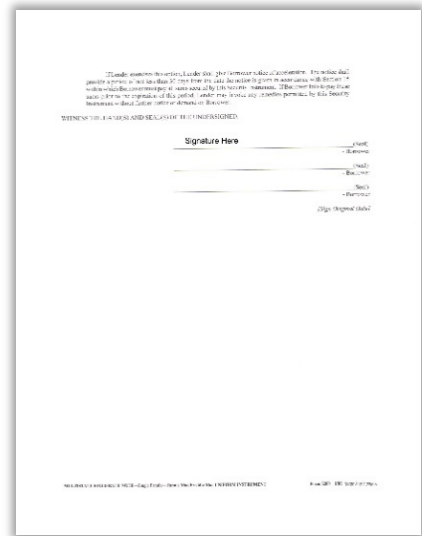
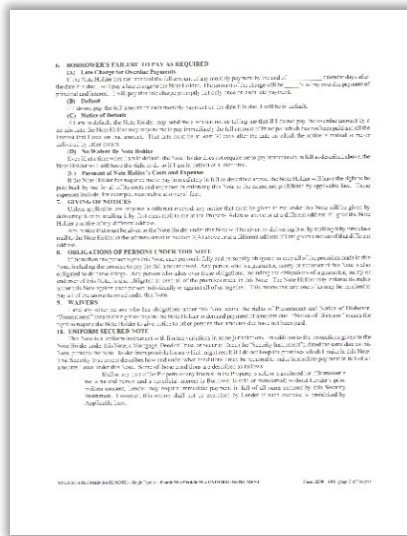
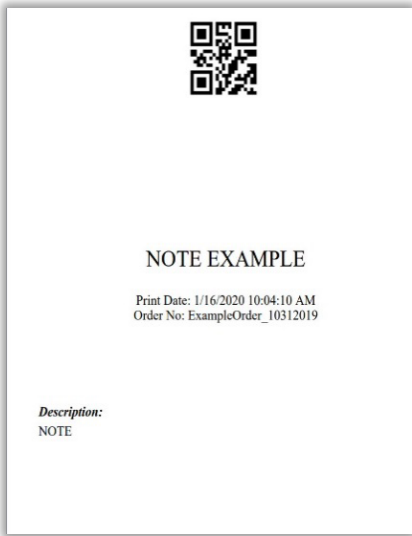


If more or less than three pages are included in the import, an error message will appear.

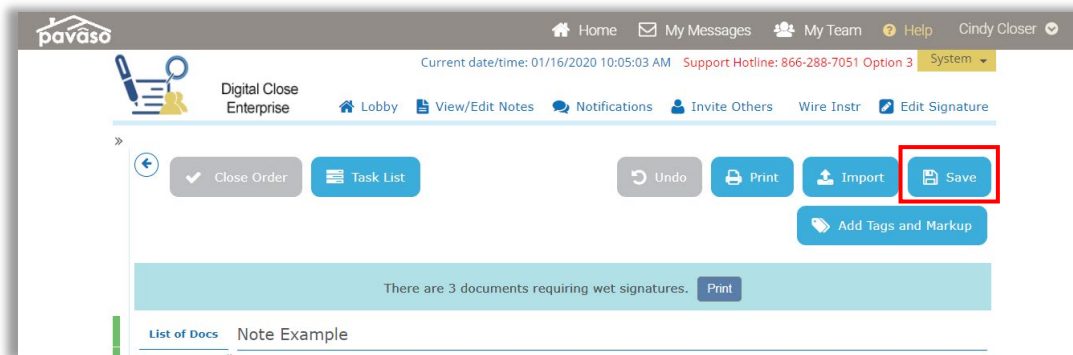




# Printing and Importing Wet Sign Documents



After successfully importing, select **Save**.



## Pavaso Support

Business Hours: Monday – Friday 7:00 am – 8:00 pm CST

Email: [support@pavaso.com](mailto: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.