



Remote Online Notarization* (RON)

Notary Guide

Revised: 4/15/2022

Pavaso, Inc.

Table of Contents

Before You Begin.....	2
What is Remote Online Notarization?	2
Signer Identity Validation	2
Minimum System Requirements	3
Enabling RON 2.0.....	3
How to Enable RON 2.0	3
System and Order Configuration.....	4
Order Settings	4
Adding an Observer.....	6
Adding a Closing Agent as an Observer.....	6
Adding a Lender as an Observer.....	8
Inviting Signers	9
Printing Documents for Wet Signature	11
Pre-Close Tags	14
Signer Pre-Closing Document Review	15
Performing a RON Signing.....	22
Confirm Order Status.....	22
RON 2.0 Closing.....	27
Performing System Test.....	27
Starting the Closing Session	29
Adding Participants.....	29
Closing Session.....	34
Notary Journal.....	37
Pavaso Support	41

Before You Begin

What is Remote Online Notarization?

Remote Online Notarization (RON) is the act of notarizing documents electronically with an electronic seal online, from a separate physical location than the Signer.

A Notary performing a RON transaction must be a legally commissioned Notary public who is authorized to conduct notarizations over the internet using digital tools on live audio video calls. The Notary is required to validate identification and witness the signing event online.

Pavaso's Digital Close Enterprise (DCE) platform gives notaries the tools they need to conduct an online closing. During RON closings, notaries validate the Signer's identity and digital signatures are applied to documents. If a document requires a wet signature, the Notary will need to obtain the wet signature prior to closing the order. Documents requiring wet signatures must be printed from the Pavaso portal and scanned/imported into the system to successfully close an order. Each RON session is recorded and available to all participants post-closing.

Signer Identity Validation

Identity proofing is used to verify and authenticate the identity of every Signer participating in a RON session. Pavaso validates identity in three ways:

- **Security Questions** – Signers are required to answer a set of security questions generated from a trusted third-party knowledge-based authentication database.
Note: Signers must have enough public information in the U.S. to participate in a RON signing. Generally, this is a minimum of six months association with a U.S. address.
- **Government or State ID** – Signers are also required to validate their photo ID through a trusted third-party identify verification service. They must use their smartphone to take a picture of their photo ID and upload it via text. International numbers are accepted; however, the smartphone must be able to receive a text from a United States phone number. Third-party messaging apps are not supported.
Note: Third-party software confirms if the ID is a valid ID. Expired IDs will still validate. Confirm via webcam that the ID being used is in good standing.
- **Video Identification** – Notaries may also validate the Signer's identification by asking them to hold up their state-issued identification card, driver's license, or a government-issued passport to their web camera. Proper lighting and clear visibility are required to validate each participant.

Minimum System Requirements

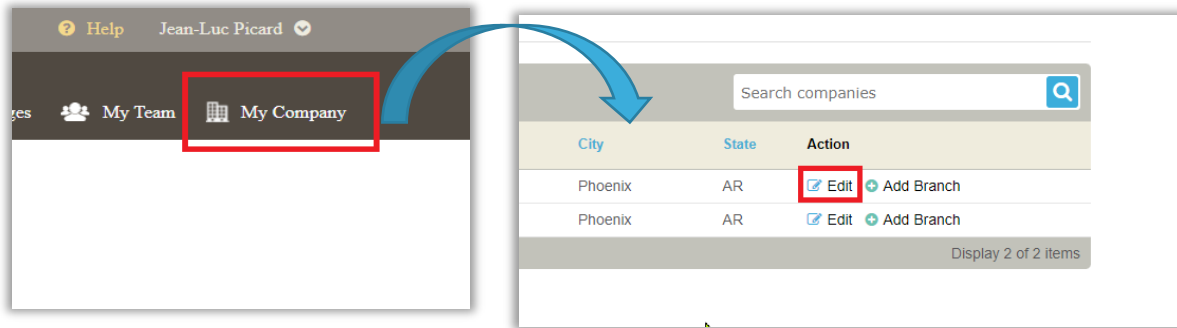
Please refer to <https://pavaso.com/system-requirements/> for the most up to date requirements.

Enabling RON 2.0

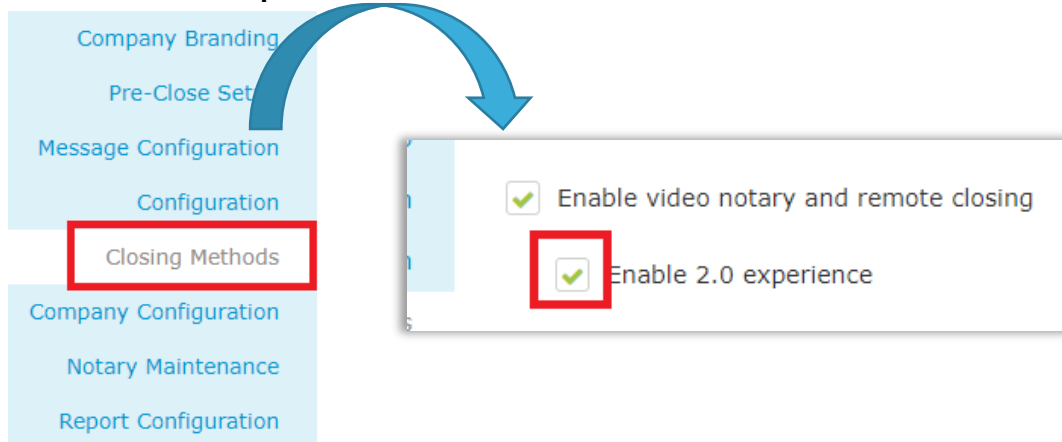
How to Enable RON 2.0

Before you can start RON 2.0 closings, this option must be enabled. Once logged into your company's Pavaso account, select **My Company**, and **Edit** for the desired company or branch.

Note: This setting is only available to Company and Primary Administrators.



After selecting edit, you will be brought to your company settings page. From this screen, select **Closing Methods** from the left, then select **Enable 2.0 Experience**.



System and Order Configuration

Order Settings

RON must be enabled for your company prior to attempting a RON transaction. Speak with your Implementation lead to request this feature be turned on. If you are unsure who to contact, email implementation@pavaso.com for assistance.

Access the order from the **Order Lobby**. Select **Edit** to enter the **Order Details** screen.

Digital Close Enterprise

Current date/time: 12/10/2019 03:05:20 PM System

Lobby View/Edit Notes Notifications Invite Others Edit Signature

654 Lunch Lane, Plano, TX 12345

Edit Replicate Order

Order Number: BH_12102019_3

Buyer: Stanley Buyer

Seller:

Sales Price: \$ 0.00

Closing Date: 12/10/2019 01:00 PM

Count Down to Closing: 0 DAYS 0 HOURS 0 MINUTES 0 SECONDS

Take a Tour ✓

Pre-Closing Review ✓

Closing Setup ✓

Closing

This Order has been sent to business parties on 12/10/2019 at 01:02 PM

Release Order You have invited borrowers to review their documents.

Pre-Closing Edit

During this phase, you will have a chance to review your pre-closing documents and get educated about your upcoming closing. If you have any questions during this time, you can use the Notifications center to ask a question directly to your team members.

Documents Deleted Documents Document Review Status Edit

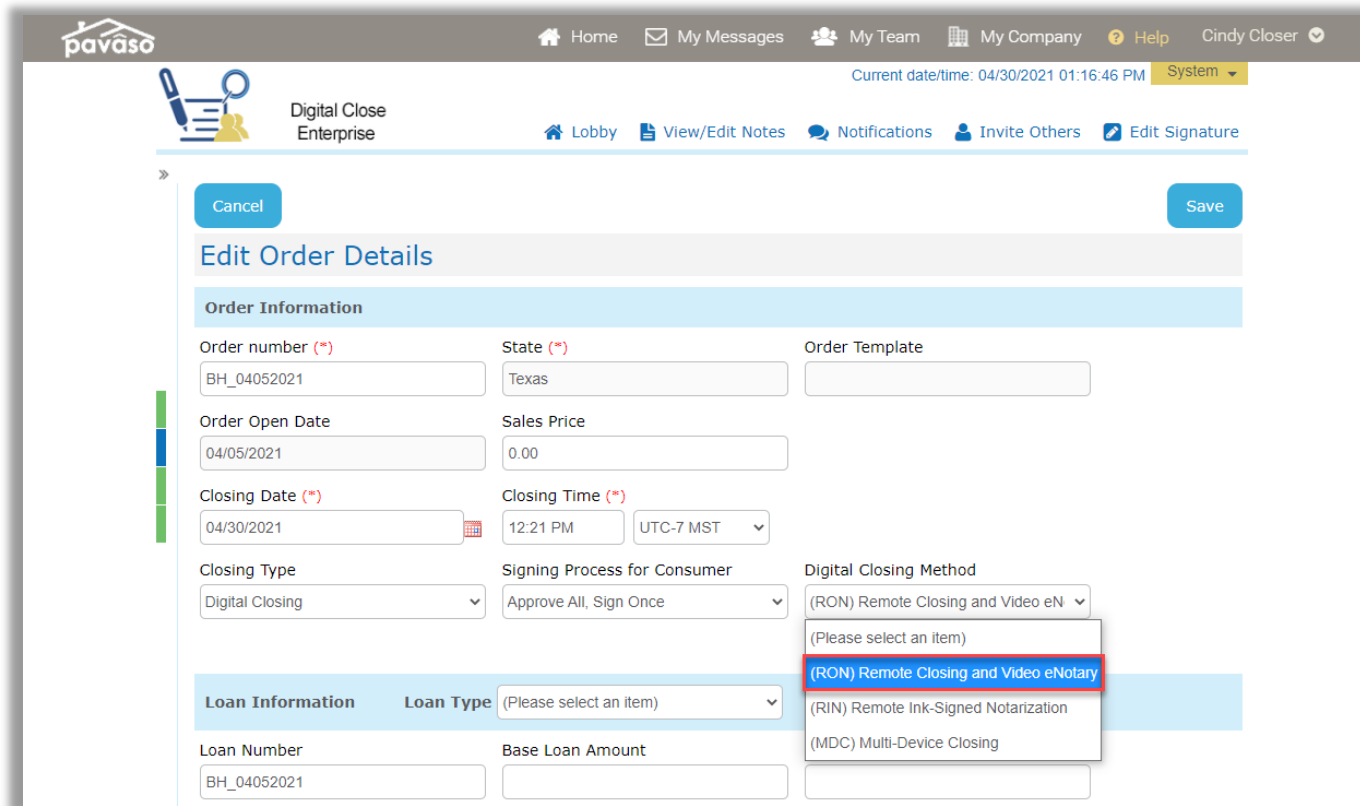
Review, accept and if necessary, esign your documents in advance of your closing.

	Reviewed	Accepted	Date Due	
Title Documents				
1003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/10/2019	Edit Share Delete
4506-T	<input type="checkbox"/>	<input type="checkbox"/>	12/10/2019	Edit Share Delete
Compliance Agreement	<input type="checkbox"/>	<input type="checkbox"/>	12/10/2019	Edit Share Delete
Loan Documents				

The state selected in Order Details must be enabled for RON on Pavaso. To enable RON, select the **Remote Closing and Video eNotary** option from the drop-down. This selection must be made for each RON order.

Note: Options in this drop-down will differ depending on company configuration.

If the state selected does not have RON enabled, the option will not be available. Choose **Submit/Save** before navigating away from this screen.



Adding an Observer

Adding a Closing Agent as an Observer

The Observer role is intended for individuals who:

- Have permission to participate in the closing via audio and webcam
- Do not need to sign any documents
- Do not require identity verification through ID validation and Knowledge-Based Authentication (KBA)

A closing agent, directly associated with a company on Pavaso, may be added as an Observer from within Order Details.

- A. Choose the appropriate branch, if applicable.
- B. Select the individual who will be the Observer from the **Closer Email Address** drop-down.

- C. Once selected, the user's first name, last name, and username will populate.
- D. Select the **Observer for this RON Order** checkbox to mark this user as an Observer for this order.

Closer 2

Company Company: (TEST Training) BH Title Closer Email Address (*): frankcloser@mailinator.com Username: frankcloser

Other Closer Email Address (*):

C First Name (*): Frank Middle Name: Last Name (*): Closer

Street Address: City: Cell Phone:

Zip Code: State: (Please select an item)

Is this Closer the Notary for this Order?

Yes No (Please fill in the Notary details below) Unknown Notary

Observer for this RON Order **D**

Observers cannot be added via the **Other** button. The **Observer for this RON Order** checkbox will not display.

Closer 2

Company Company: (Please select an item) Closer Email Address (*): (Please select an item) Username: ExampleUser03252020164636037

Other Closer Email Address (*): example@email.com

First Name (*): Example Middle Name: Last Name (*): User

Street Address: City: Cell Phone:

Zip Code: State: (Please select an item)

Is this Closer the Notary for this Order?

Yes No (Please fill in the Notary details below) Unknown Notary

Adding a Lender as an Observer

A lender directly associated with a company on Pavaso may be added as an Observer from within **Order Details**.

- A. Choose the appropriate company.
- B. Select the individual who will be the Observer from the **Lender Email Address** drop-down.
- C. Once selected, the user's first name, last name, and username will populate.
- D. Select the **Observer for this RON Order** checkbox to mark this user as an Observer for this order.

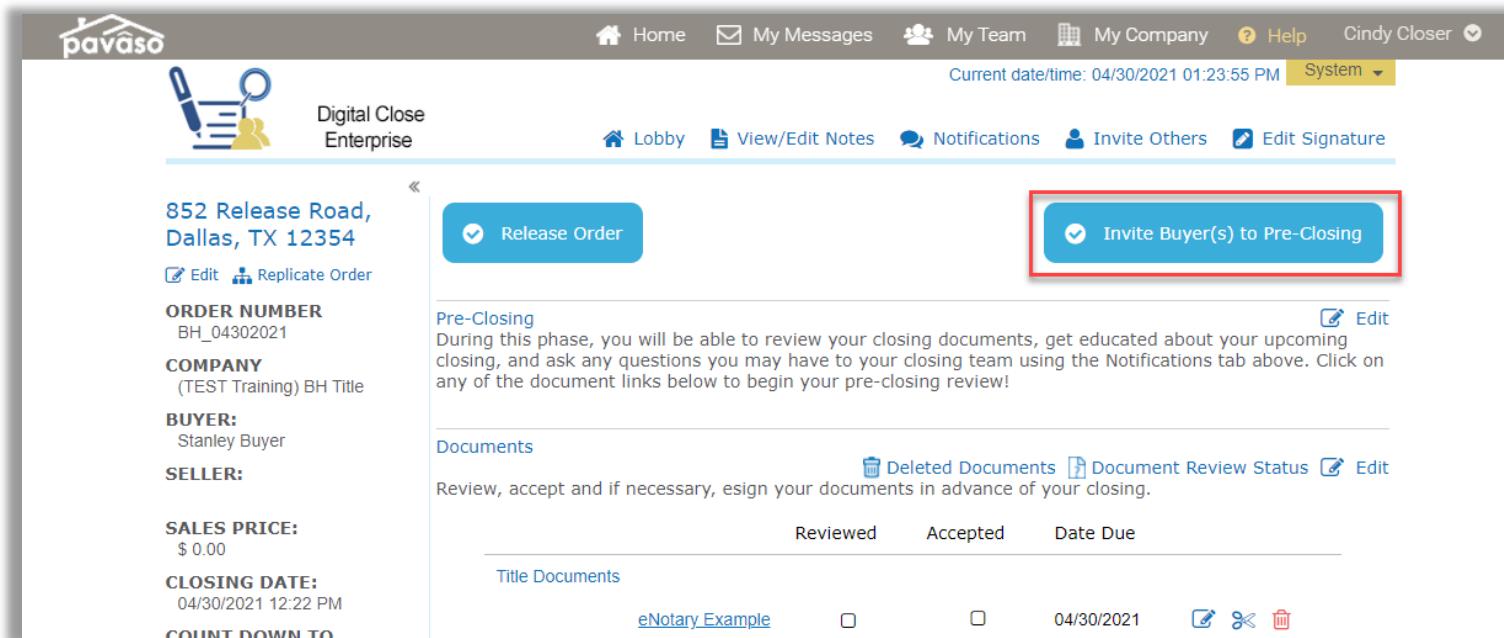
The screenshot shows a form titled "Lender" with a teal header. It has two radio button options: "Company" (selected) and "Other". Under "Company", there are three fields: "Company (*)" with a dropdown menu showing "Lucky Lending", "Lender Email Address (*)" with a dropdown menu showing "luckylending@mailinator.com", and "Username" with a text field showing "sampleadmin". Under "Other", there is a "Lender Email Address (*)" text field. Below these are three text fields: "Lender First Name (*)" with "Sample", "Lender Middle Name" (empty), and "Lender Last Name (*)" with "Admin". Further down are "Street Address" (123 Right Road), "City" (Phoenix), and "Cell Phone" ((222) 222-2222). Below that are "Zip Code" (12345) and "State" (Arizona). At the bottom, there is a checkbox labeled "Observer for this RON Order" which is checked. Callouts A, B, C, and D are placed over the form elements: A is over the "Company" radio button, B is over the "Lender Email Address (*)" dropdown, C is over the "Lender First Name (*)" text field, and D is over the "Observer for this RON Order" checkbox.

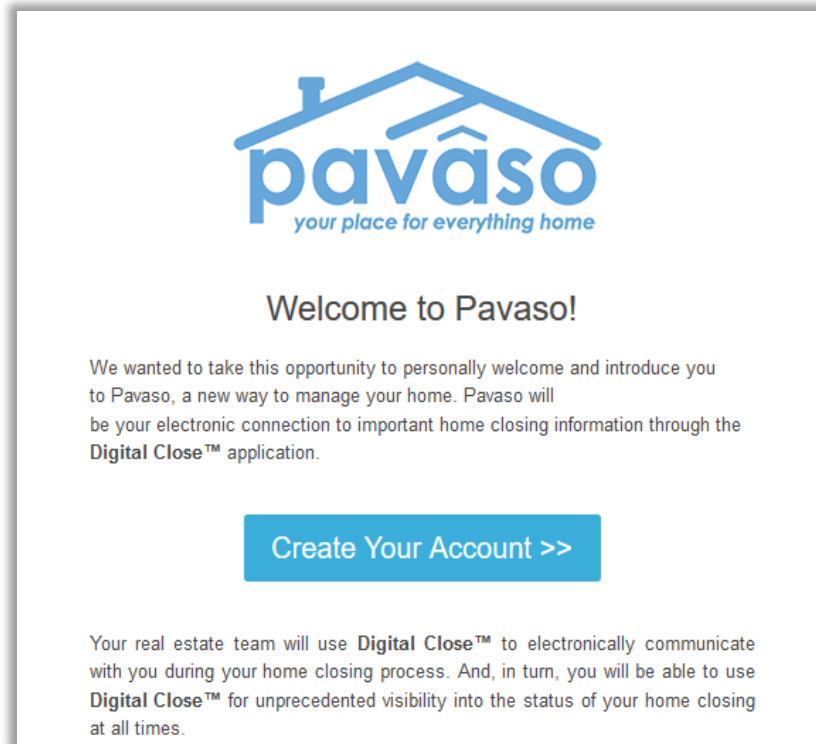
Inviting Signers

Once configuration is complete, invite the Signers to the order to review their documents. Selecting the **Invite** button sends the invitation email asking Signers to create their account.

Note: The button verbiage may change depending on if the order contains Buyers, Sellers, or both.

*Note: The **Release Order** button is used to notify lender(s) and other partners that the order is ready on Pavaso.*



Example Signer invitation email:

Printing Documents for Wet Signature

Note: Some RON orders may contain documents requiring wet signature. Coordinate with the Signer to obtain any documents that require wet signature.

When accessing the **Closing** phase, select the **Print** button on the blue banner.

Note: The order must be in **Pending Closing** status to access the **Closing** phase.

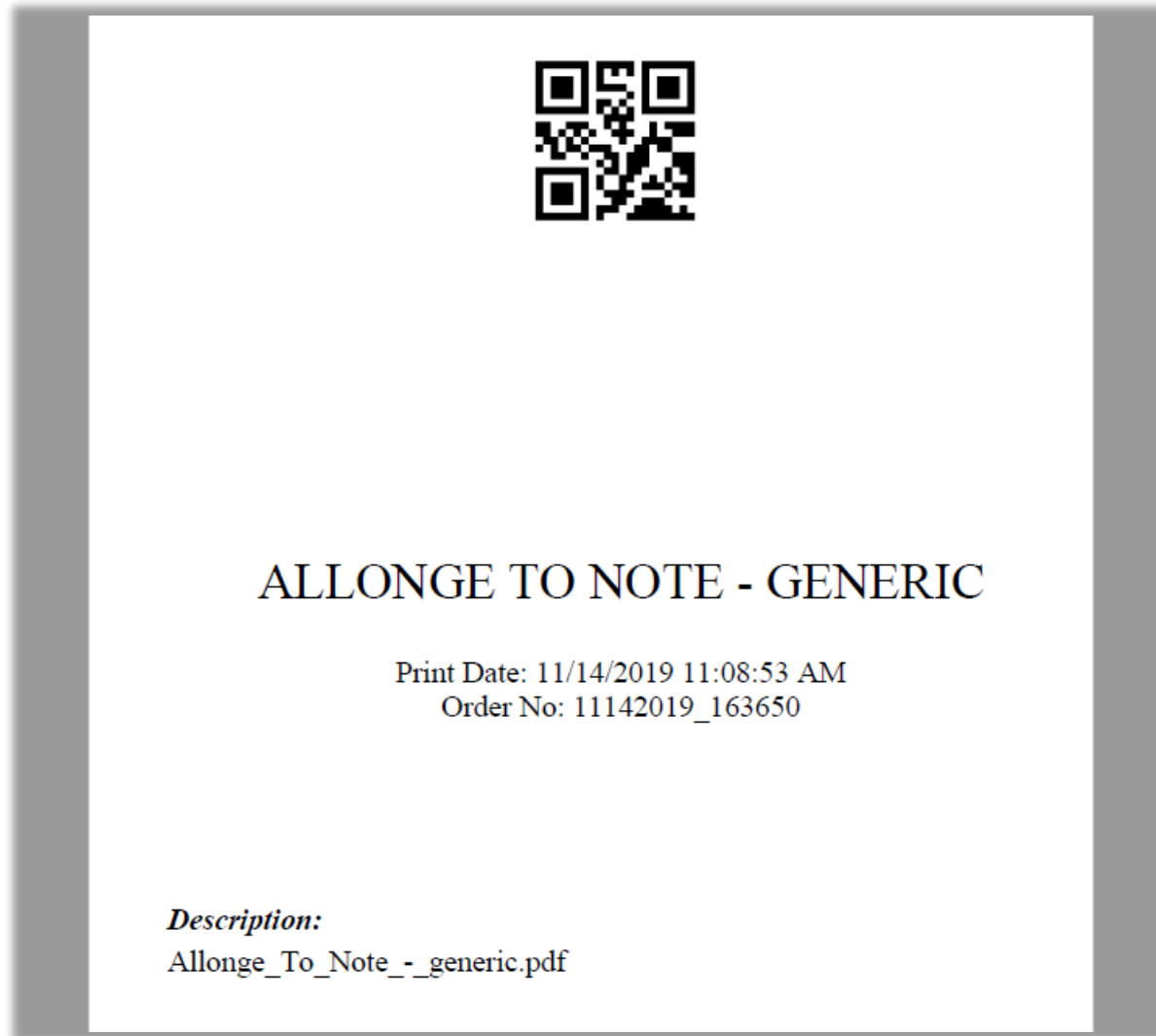
The screenshot displays the Digital Close Enterprise web application interface. At the top right, it shows the current date/time as 12/10/2019 01:28:42 PM and a 'System' dropdown menu. The navigation bar includes 'Lobby', 'View/Edit Notes', 'Notifications', 'Invite Others', and 'Edit Signature'. The main content area is titled 'Select where you want to close:' and offers three options: 'SIGNING TABLE (Windows 8 app)', 'WEB CLOSING (Any web browser)', and 'PAPER CLOSING'. A 'Continue' button is positioned below these options. A light blue banner at the bottom of the main area contains the text 'There are 2 documents requiring wet signatures.' and a 'Print' button, which is highlighted with a red box. On the left sidebar, the address '654 Lunch Lane, Plano, TX 12345' is listed, along with 'Order Number BH_12102019_3', 'Buyer: Stanley Buyer', and 'Seller:'. A 'Count Down to Closing' timer shows 0 days, 0 hours, 0 minutes, and 0 seconds. A vertical menu on the left includes 'Take a Tour', 'Pre-Closing Review', 'Closing Setup', and 'Closing', with the 'Closing' option highlighted by a red box.

Select **Print All** to print all documents marked for wet signature.

Note: Documents printed for wet signature cannot be converted back to digital signatures.



This generates a PDF of all documents requiring wet signature. Each document is accompanied by a QR code coversheet. These coversheets must be scanned before the corresponding wet-signed documents.



Pre-Close Tags

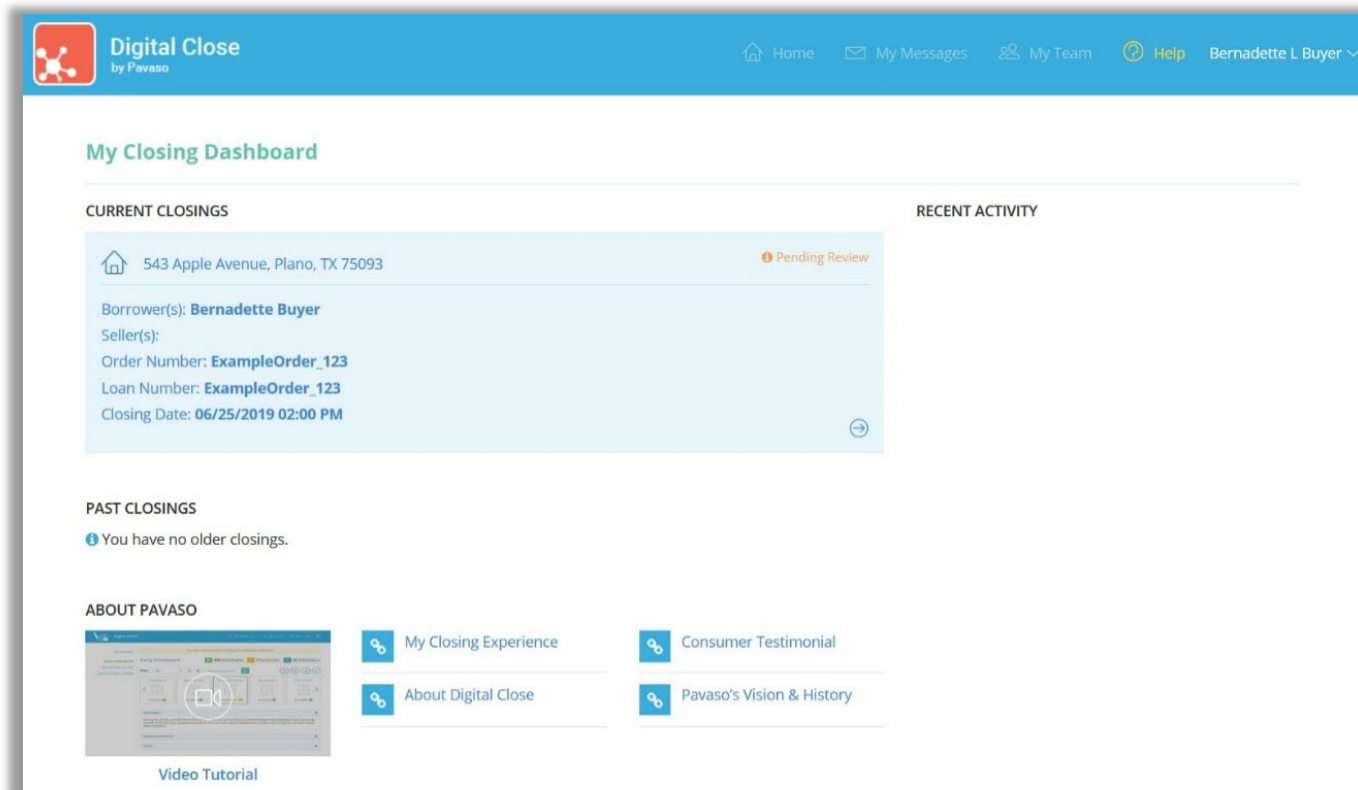
If tags can be signed prior to the closing, the **Pre-Closing** setting can be used. These tags must be completed by the Signer during the [Pre-Close Review](#).

The screenshot displays a Notary Guide interface with the following elements:

- Left Panel:**
 - Audience:** All (dropdown)
 - Date Due:** 10/31/2019
 - Additional Action Required at Closing
 - Wet Signature Required
 - Document Templates:** FHA (dropdown)
 - Buttons: + Tag for Signature, + Tag for Initials, + Tag for Education, + Tag for Notary, + Tag for Text
- Main Content Area:**
 - RE: Loan Number:** 13600307
 - Property Address:** 645 South Street, Dallas, TX 12345
 - Text: Please be advised that you are hereby instructed in accordance with the terms of the Note, to address all correspondence to me/us regarding my/our loan with you to the following address.
 - (PLEASE CHECK AND COMPLETE ONE ONLY!!)**
 - The property address shown above. If the property shown above consists of more than one unit, the specific address is:
 - Three yellow text input fields with blue arrows.
 - OTHER THAN PROPERTY ADDRESS
 - Three yellow text input fields with blue arrows.
 - Text: I/We will notify the Lender in writing should the above mailing address be changed at any time.
 - Signature area for Susie Stevens with a blue box and a "copy tag" button.
 - Two "Details" pop-up windows:
 - Top window: Signer: Stanley Buye (dropdown), Pre-closing, Closing.
 - Bottom window: Signer: Stanley Buye (dropdown), Pre-closing, Closing.
- Footer:** MAILING ADDRESS CERTIFICATION MACLSR 08/19/13

Signer Pre-Closing Document Review

Each Signer must complete the Pre-Closing Document Review prior to the closing using their own account. All orders appear on the Signer's Closing Dashboard.



Selecting the order from the Dashboard opens the order to begin document review. Signers are required to eConsent, which is achieved by selecting the **Accept** button.

Should the Signer decline the eConsent unintentionally, contact [Pavaso Support](#) to reset the eConsent. The Signer will have the ability to Accept the eConsent after the reset.

Consent for use of electronic signatures and records:

Pavaso is required by law to provide you with certain disclosures and information about your loan application ("Required Information"). With your consent, Pavaso can deliver Required Information to you by: Displaying or delivering the Required Information electronically, and Requesting that you print or download the Required Information and retain it for your records.

This notice contains important information that you are entitled to receive before you consent to electronic delivery of required information. Your consent also permits the general use of electronic records and electronic signatures in connection with your application. Please read this notice carefully and print or download a copy for your files.

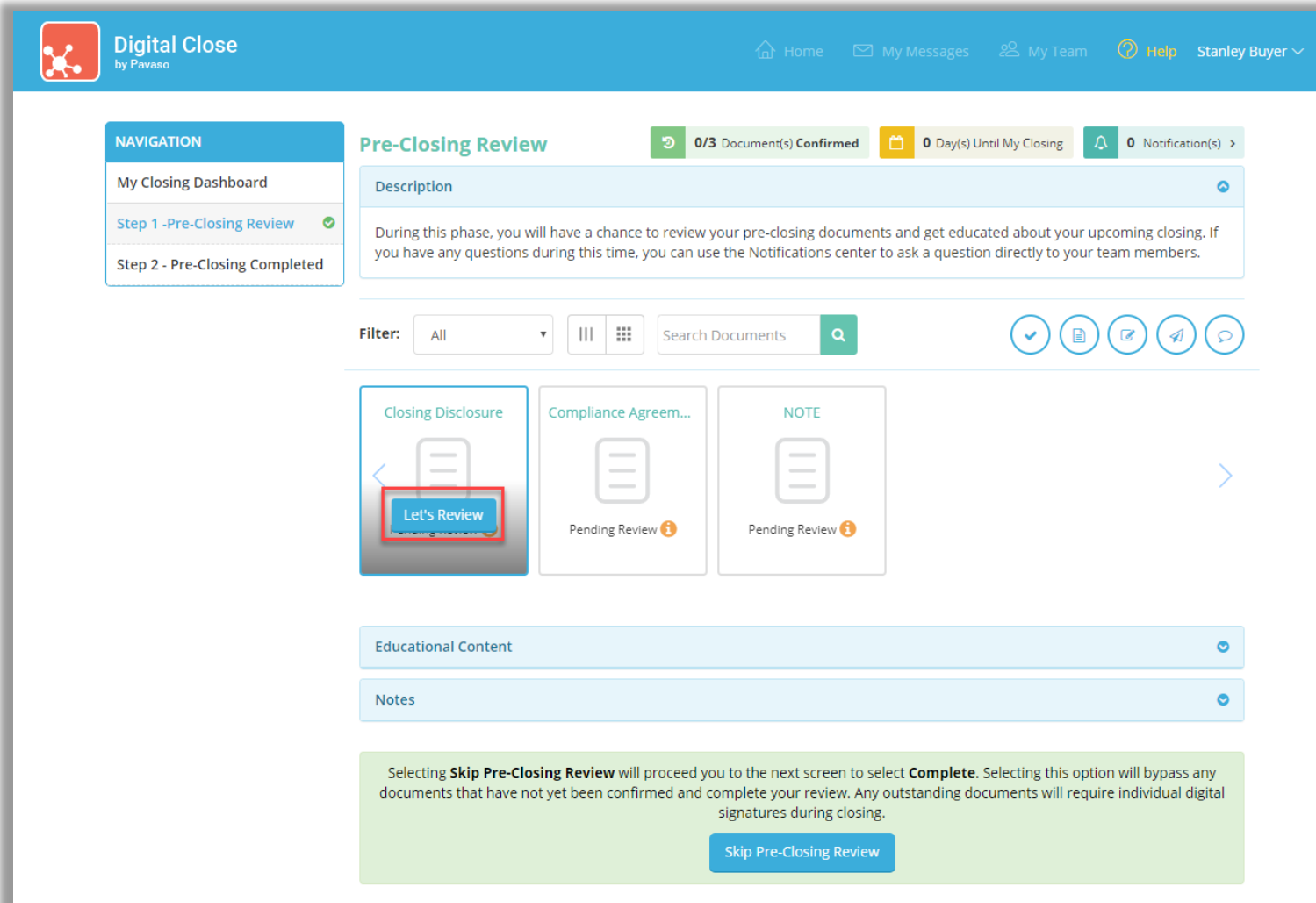
After you have read this information, if you agree to receive Required Information from Pavaso electronically, and if you agree to the general use of electronic records and electronic signatures in connection with your relationship with Pavaso, please click on the "I agree" button where indicated.

Statement of electronic disclosures:

You may request to receive Required Information on paper, but if you do not consent to electronic delivery of Required Information, Pavaso cannot proceed with the acceptance and processing of your electronic application.

If you consent to electronic delivery of Required Information, you may withdraw that consent at any time. However, if you withdraw your consent we will not be able to continue processing your application.

The Signer selects a document to review from the list.



All pages must be reviewed before the **Confirm This Document** button enables. Depending on configuration settings, documents that are confirmed during the Pre-Closing Review will have signatures applied to the document during closing.

Financial Protection Bureau at www.consumerfinance.gov/mortgage-closing

Tax Deductions
If you borrow more than this property is worth, the interest on the loan amount above this property's fair market value is not deductible from your federal income taxes. You should consult a tax advisor for more information.

Contact Information					
	Lender	Mortgage Broker	Real Estate Broker (B)	Real Estate Broker (S)	Settlement Agent
Name	Ficus Bank		Omega Real Estate Broker Inc.	Alpha Real Estate Broker Co.	Epsilon Title Co.
Address	4321 Random Blvd. Somecity, ST 12340		789 Local Lane Sometown, ST 12345	987 Suburb Ct. Someplace, ST 12340	123 Commerce Pl. Somecity, ST 12344
NMLS ID					
ST License ID			Z765416	Z61456	Z61616
Contact	Joe Smith		Samuel Green	Joseph Cain	Sarah Arnold
Contact NMLS ID	12345				
Contact ST License ID			P16415	P51461	PT1234
Email	joesmith@ficusbank.com		sam@omegabiz	joe@alphabiz	sarah@epsilontitle.com
Phone	123-456-7890		123-555-1717	321-555-7171	987-555-4321


Confirm Receipt
By signing, you are only confirming that you have received this form. You do not have to accept this loan because you have signed or received this form.

Applicant Signature _____ Date _____ Co-Applicant Signature _____ Date _____

CLOSING DISCLOSURE Go to Previous Document **Confirm this Document** PAGE 5 OF 5 - LOAN ID # 123456789

If tags are set to **Pre-Close** during configuration, the Signer can complete tags prior to closing. Clicking inside the tag prompts the Signer to create a signature and initials.

Confirm Receipt
By signing, you are only confirming that you have received this form. You do not have to accept this loan because you have signed or received this form.

 _____
Rodrigo Buyer Date

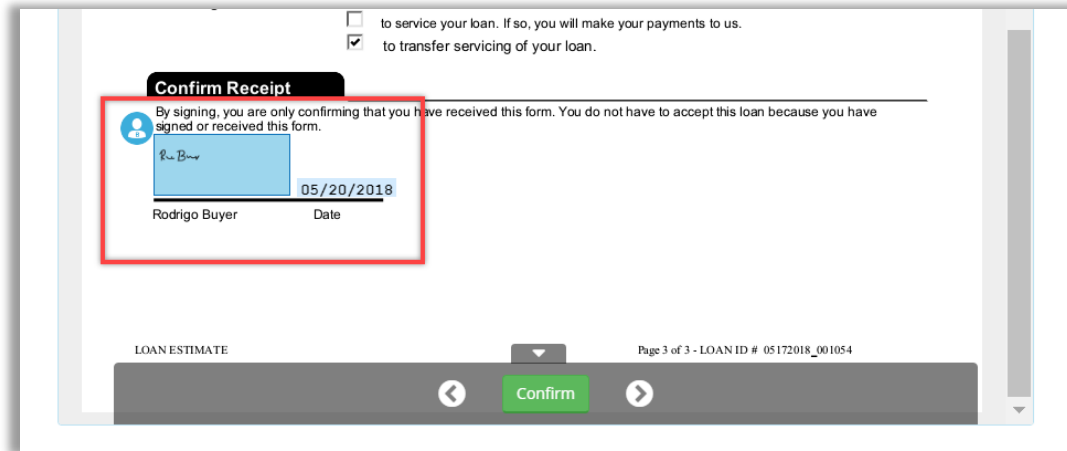
LOAN ESTIMATE Page 3 of 3 - LOAN ID # 05172018_001054

← **Confirm** →

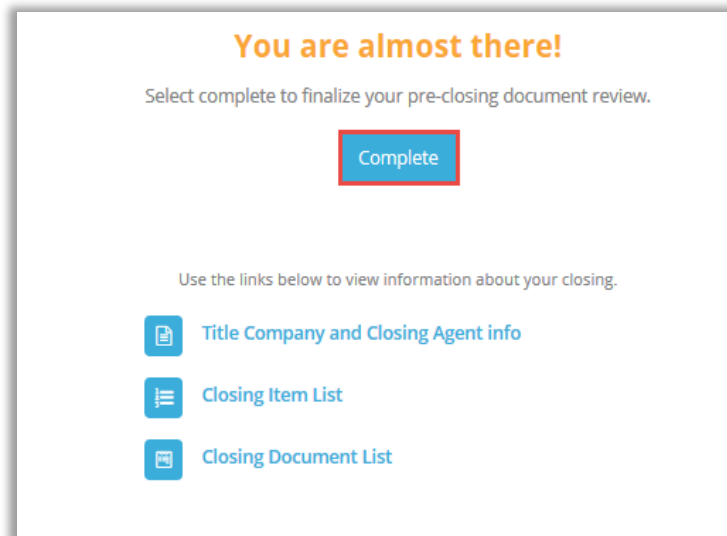
A mouse or touchscreen can be used to capture the signature. Selecting **Adopt** will apply the signature or initial.

The screenshot shows a web interface titled "Edit Signature". At the top, there are two input fields: "Your Full Name" containing "Rodrigo Buyer" and "Your Initials" containing "RB". Below these is a tabbed interface with "Draw" selected and "Select Pre-Drawn Style" as an alternative. A blue informational box states: "By clicking 'Adopt', I agree to this signature and initials being used as the electronic representation of my signature and initials on all closing documents." There are two drawing areas, each with a "Delete" button. The first area, labeled "Draw your signature", contains a handwritten signature "Rodrigo Buyer". The second area, labeled "Draw your initials", contains the handwritten initials "RB RB". At the bottom right, there are two buttons: "Cancel" and "Adopt", with the "Adopt" button highlighted in red.

Confirm must be selected to save the changes.



Once all documents are reviewed and/or confirmed, the Signer selects **Complete** to finalize the Pre-Closing Review. If the Signer has confirmed all documents, this will happen automatically.



All Signers must complete the Pre-Closing Review for the order to move to Pending Closing status. The order cannot be closed until it reaches this status.

Congratulations on Completing Your Pre-Closing Document Review!

Use the links below to view information about your closing.



[Title Company and Closing Agent info](#)



[Closing Item List](#)



[Closing Document List](#)

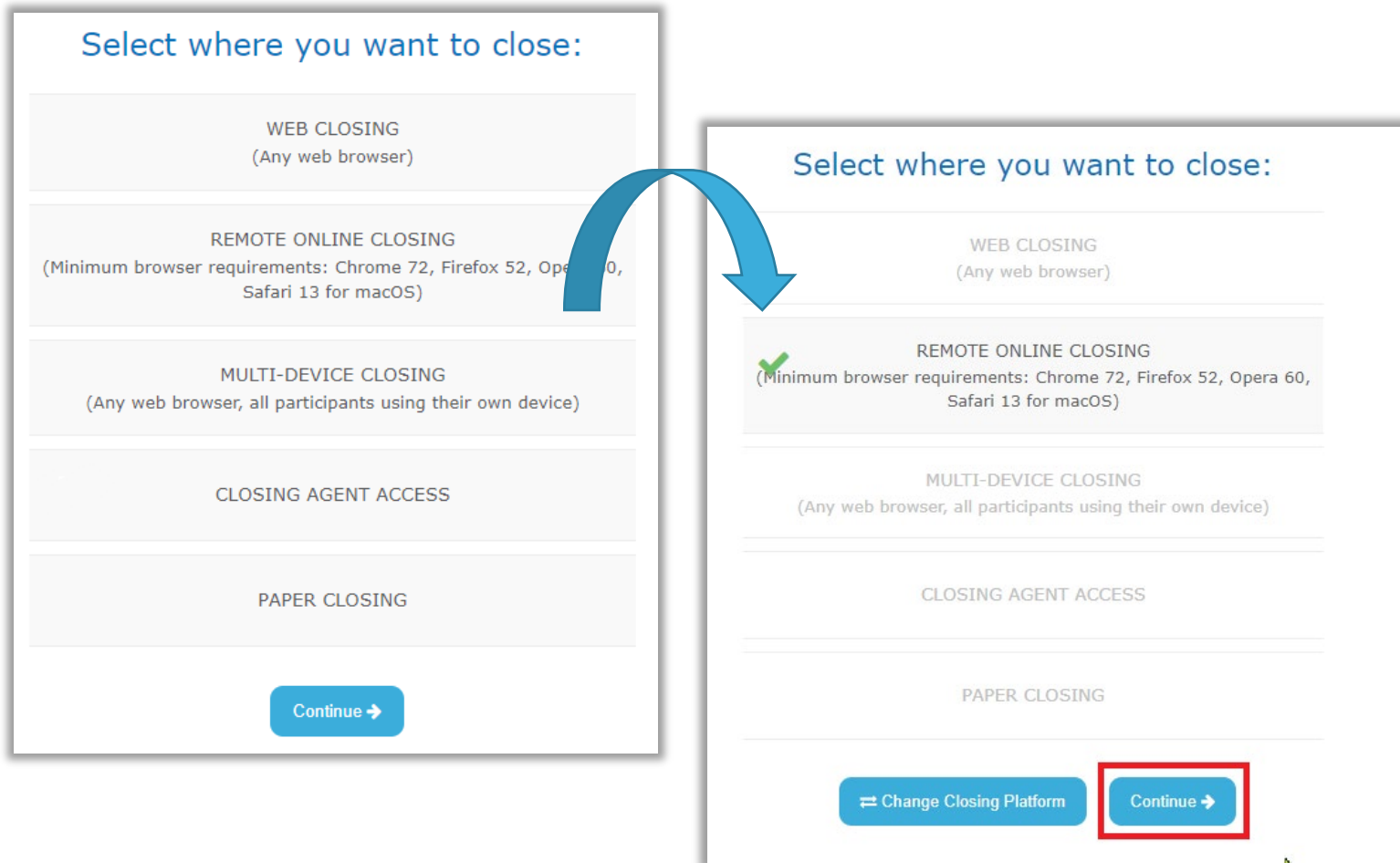
Performing a RON Signing

Confirm Order Status

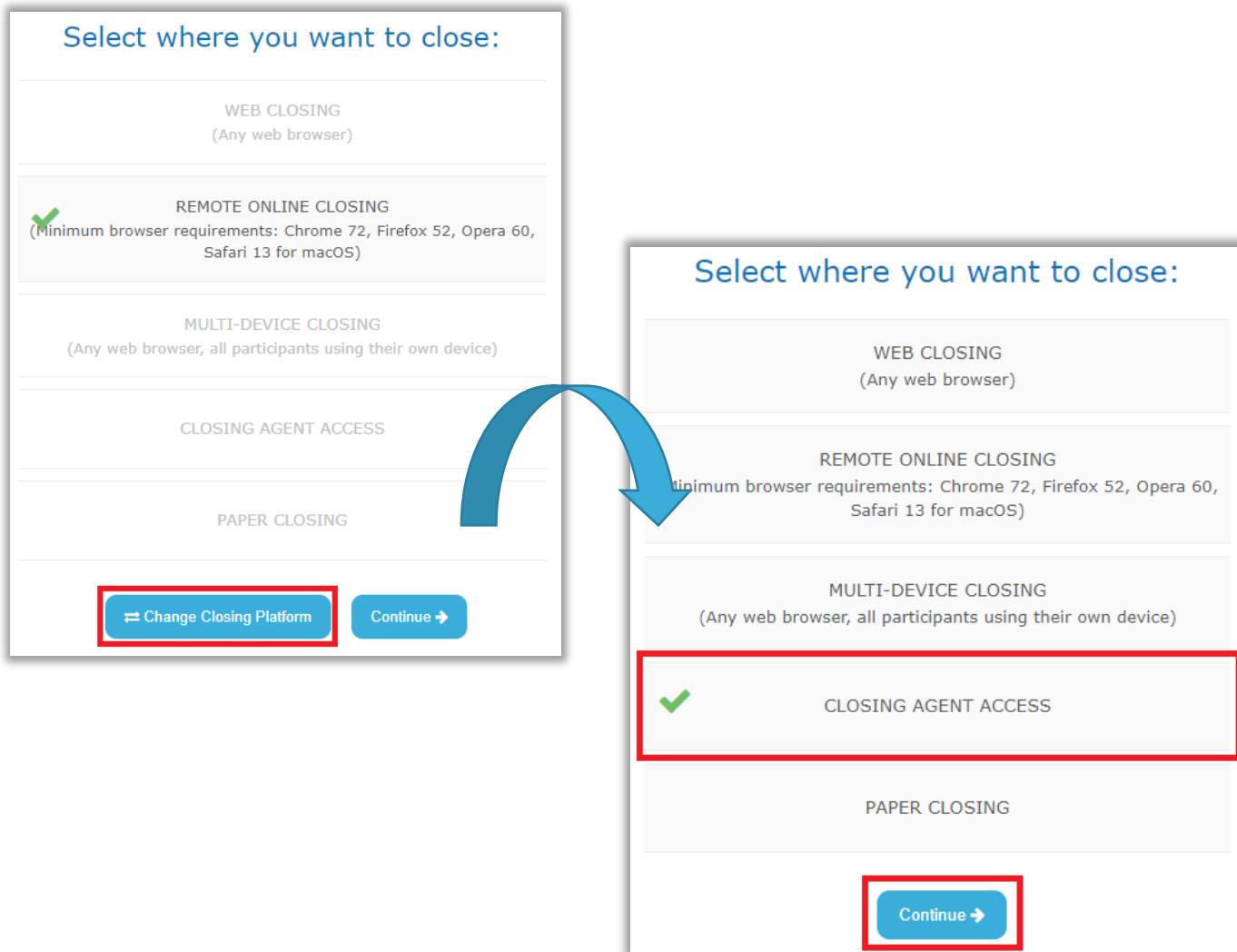
Prior to closing on Pavaso the Notary must confirm, the order status is **Pending Closing**. The Pending Closing status is achieved after all Signers have completed their Pre-Closing Review. If the order is not in Pending Closing status, the closing cannot begin.

The screenshot displays the 'Order Lobby' interface in the Pavaso Digital Close Enterprise system. At the top, there is a navigation bar with links for Home, My Messages, My Team, My Company, Help, and the user profile (Cindy Closer). The current date and time are shown as 04/30/2021 01:36:21 PM. Below the navigation bar, there are tabs for Lobby, Create Order, Notifications, and Admin. The main section is titled 'Order Lobby' and includes a date range filter (1/30/2021 to 4/30/2021) and a search bar with 'Loan Number' as the search criteria. A table of orders is displayed with the following columns: ORDER NUMBER, LOAN NUMBER, BORROWER, SELLER, NOTARY, COMPANY, PROPERTY, SCHEDULED CLOSING DATE, ACTUAL CLOSING DATE, and STATUS. The first row in the table has a status of 'Pending Closing', which is highlighted by a red arrow. Other rows show 'Pending Closing' and 'Pending Review' statuses. At the bottom of the table, it says 'Display 10 of 10 items' and there is a link to 'View Archived Orders'.

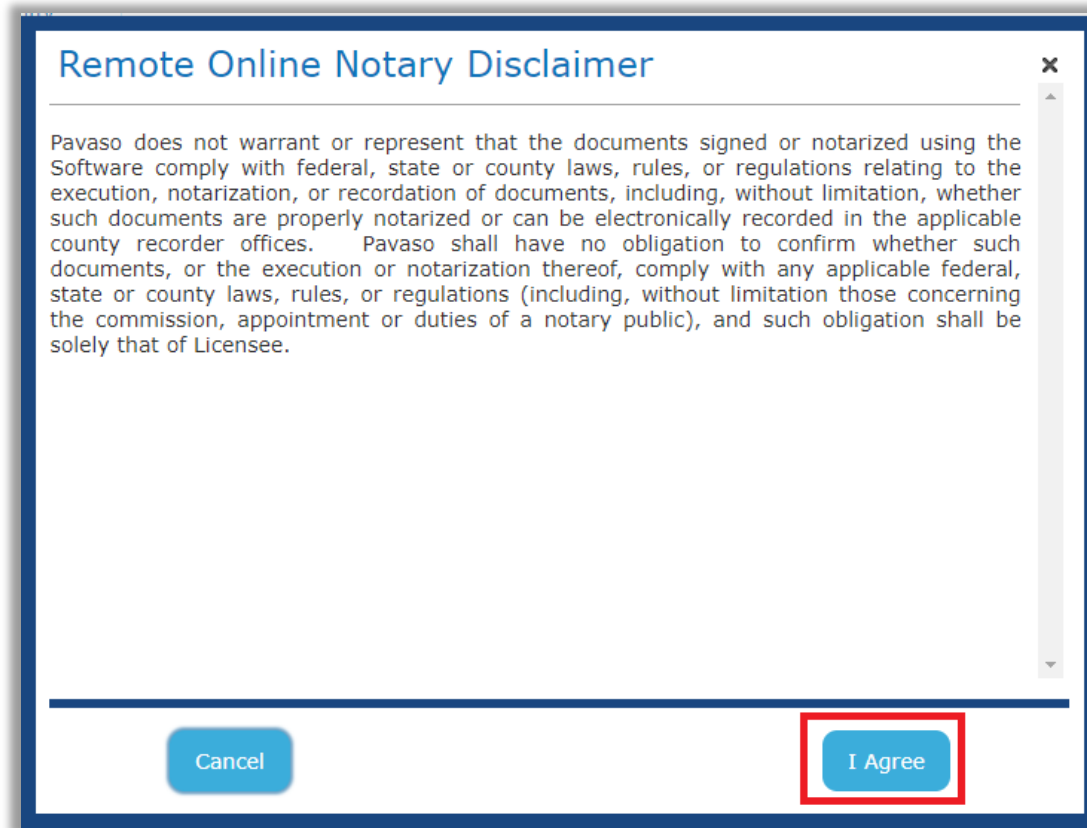
To begin the closing, select the **REMOTE ONLINE CLOSING** option. **CLOSING AGENT ACCESS** is now available from this screen as well. Once the appropriate closing platform is selected, choose **Continue**.



To enter Closing Agent Access, select **Change Closing Platform**, **Closing Agent Access**, then **Continue**.



Select **I Agree** in the Remote Online Notary Disclaimer pop-up. Selecting **Cancel** will close the pop-up.



Choose **Buyer (REMOTE)** and **Continue**.

How would you like to proceed?

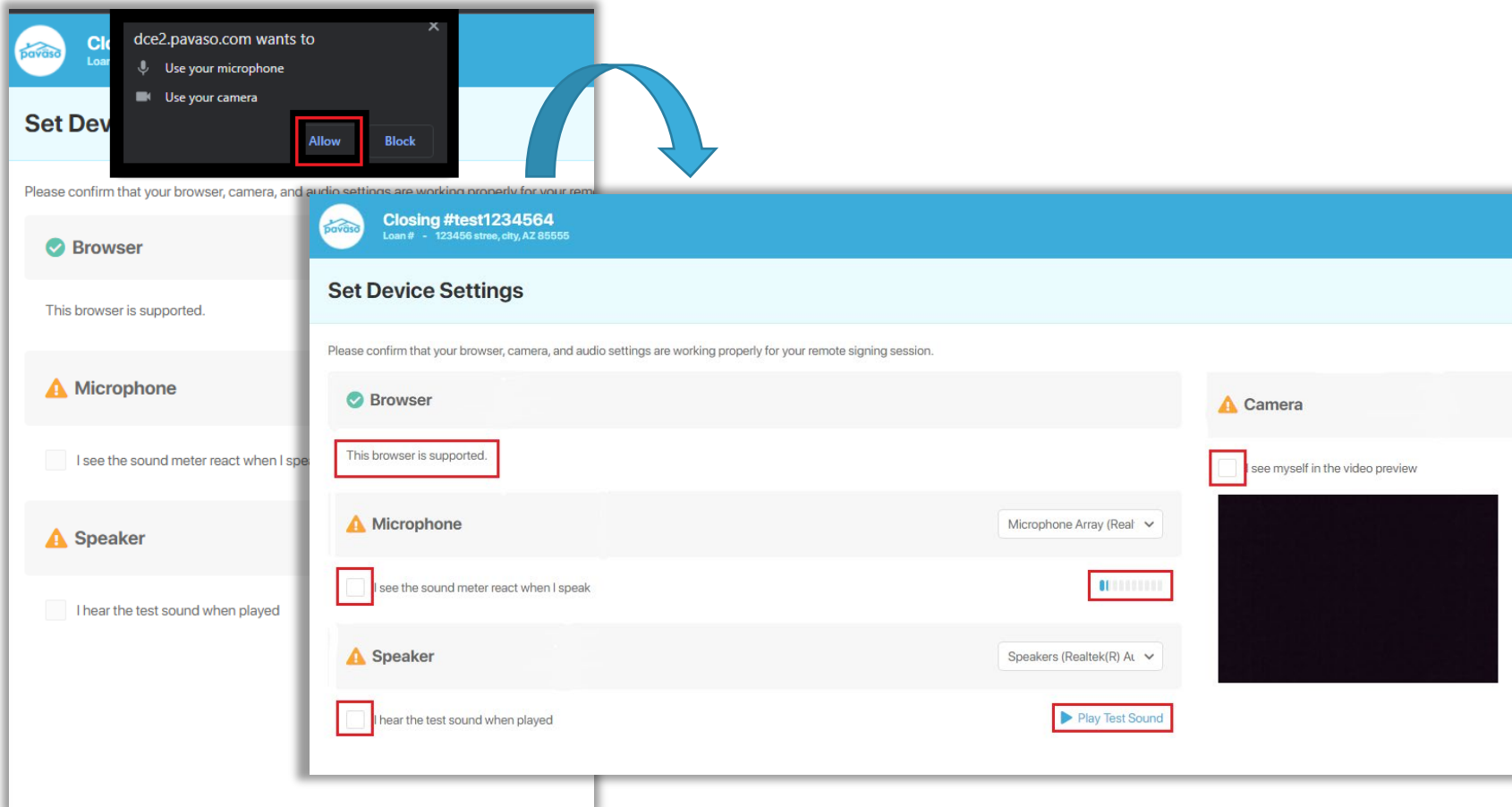
BUYER (REMOTE)
(Conduct the Remote Online Closing with buyer(s),
notary and other parties) Tasks remaining

CLOSING AGENT ACCESS Tasks remaining

← Back Continue →

RON 2.0 Closing Performing System Test

You will receive a pop up asking you to allow or block your camera and microphone. Select **Allow**. The System Test is required to pass to participate in the session. The System Test confirms your browser is supported and allows you to select your microphone, speaker, and camera. Select your devices from the drop-down menu in each section. You can verify your microphone is working when the blue bars move. Select **I see the sound marker react when I speak** to confirm. Select **Play test sound** to test your speakers, and select **I hear the test sound when played** to confirm. You should see yourself on the screen. Select **I see myself in the video preview** to confirm.



Once all your devices operational, select **Continue**.

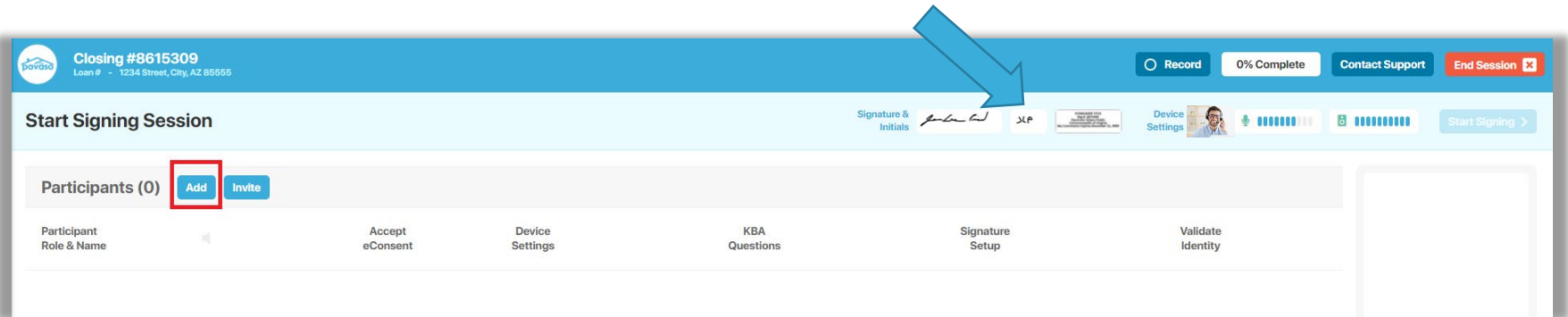
The screenshot displays the 'Set Device Settings' page in the Pavaso application. At the top, the header includes the Pavaso logo, the closing number #8615309, and the loan address: 1234 Street, City, AZ 85555. On the right side of the header, there are three buttons: '0% Complete', 'Contact Support', and 'End Session' with a close icon. Below the header, the main title 'Set Device Settings' is followed by a 'Continue >' button, which is highlighted with a red rectangular box. The main content area contains a message: 'Please confirm that your browser, camera, and audio settings are working properly for your remote signing session.' There are three primary settings sections: 'Browser' (checked, 'This browser is supported.'), 'Microphone' (checked, 'Microphone Array (Real)', 'I see the sound meter react when I speak' with a sound meter icon), and 'Speaker' (checked, 'Speakers (Realtek(R) A)', 'I hear the test sound when played' with a 'Play Test Sound' button). To the right of these settings is a 'Camera' section (checked, 'Integrated Webcam (0b)', 'I see myself in the video preview' with a video preview image of a man wearing a headset and glasses).

Starting the Closing Session

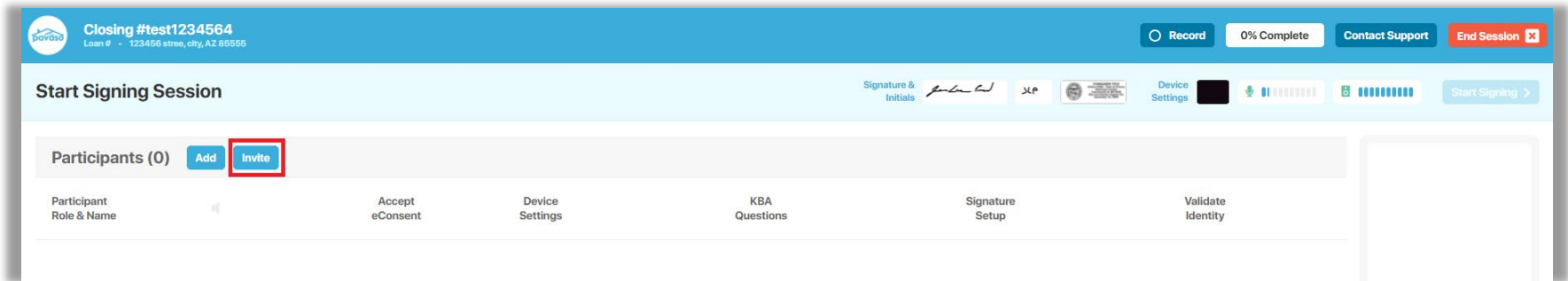
Adding Participants

At this step, the Signer may be completing their steps to join the session and should automatically show under Participants when they are finished. To manually add others, select the **Add** button. To add Witnesses, other Notaries, and Observers who were not originally listed on the order, select **Invite**.

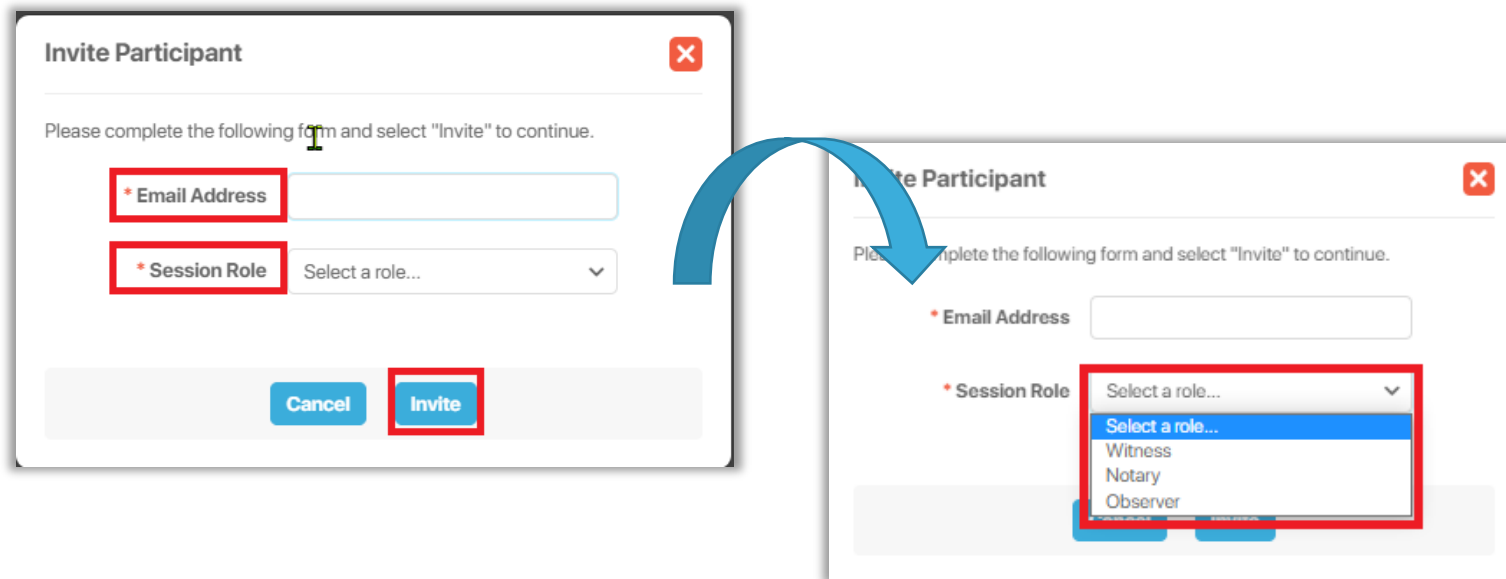
Note: You should see your signature, notary seal, video, speaker, and audio in the upper right corner. You can click on the microphone or speaker to mute.



To invite Participants who were not originally added to Order Details, select **Invite**.

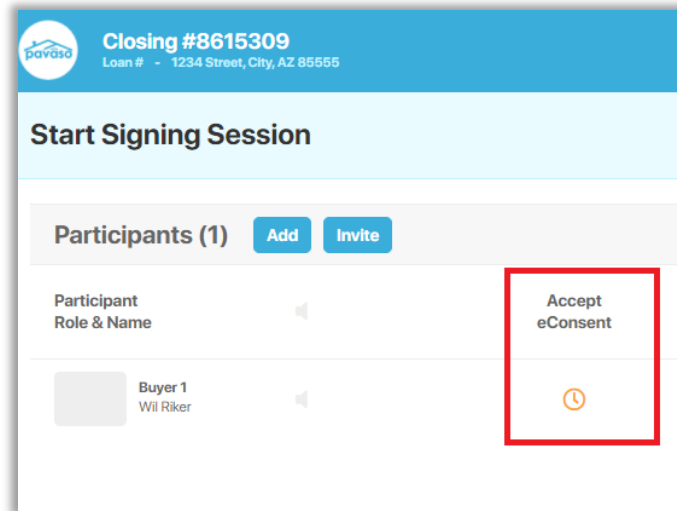


Enter their email address and the appropriate **Session Role**, then select **Invite**.






- Witness:** Participant that is in a separate location from other Participants and will act as a Witness.
- Notary:** A change in Notary assignment.
- Observer:** Participant who is only able to view the session. Observers cannot communicate or sign.

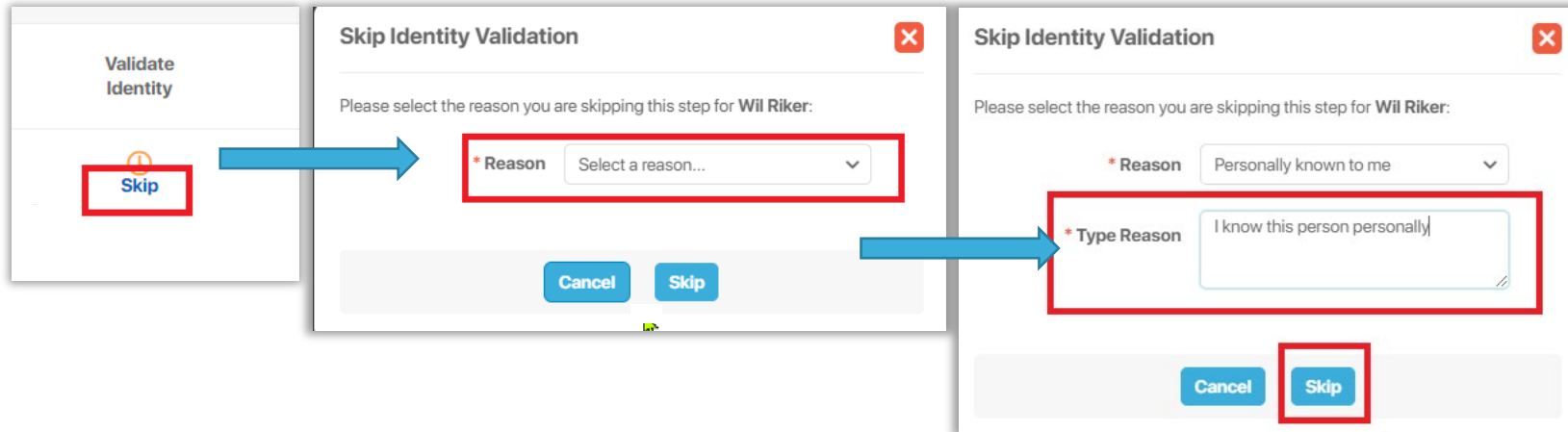
Once they have been added, you will be sent back to the dashboard where you can track Participants progress.



Each participant appears on the list with status updates.

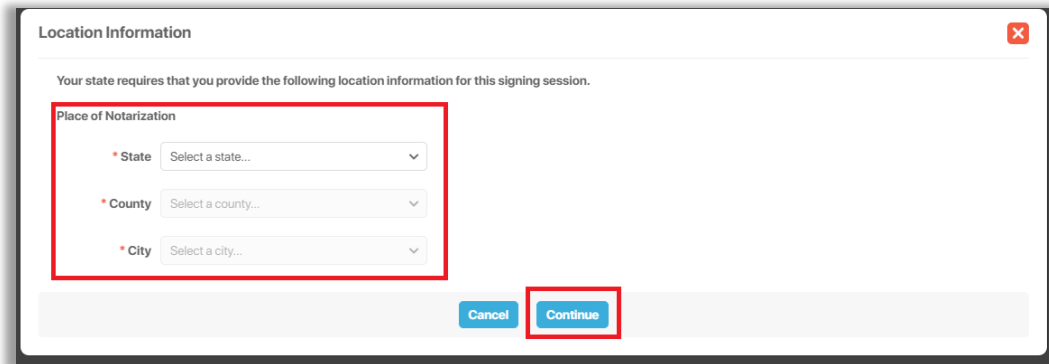
Participant Role & Name	Accept eConsent	Device Settings	KBA Questions	Signature Setup	Validate Identity
	✓	✓	 Skip		Skip 

*Note: If your company has Skip KBA or Skip ID Validation options selected, you are able to bypass these steps in this section by selecting **Skip** and filling out each part of the skip option. This option is available to Company and Primary Administrators under My company -> Edit -> Closing Methods.*



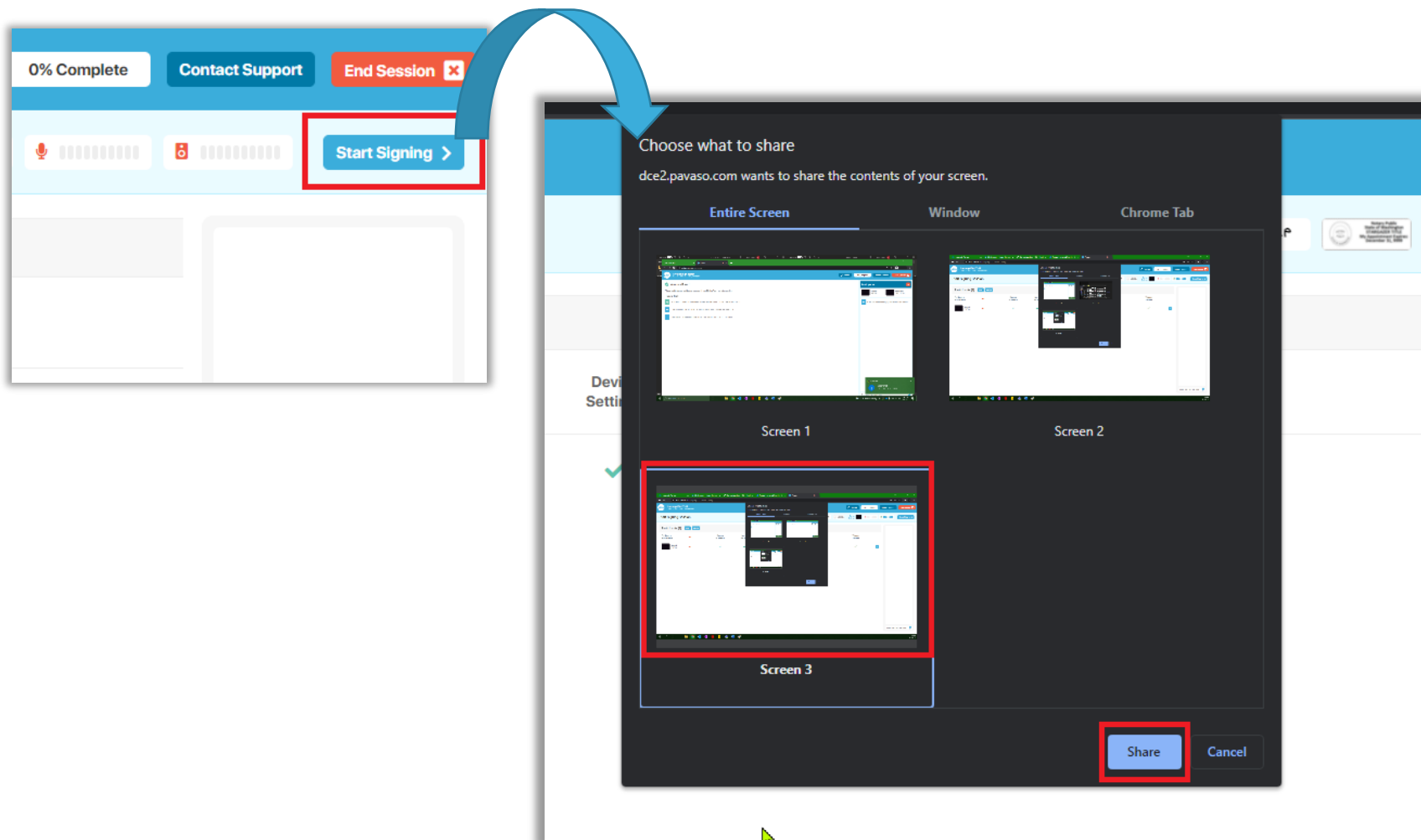
Once all participants have completed joining the session, you will need to select the **State**, **County**, and **City** where you as the Notary are located. Once finished, select **Continue**.

Note: This option is state-specific and may not display depending on system configuration settings.



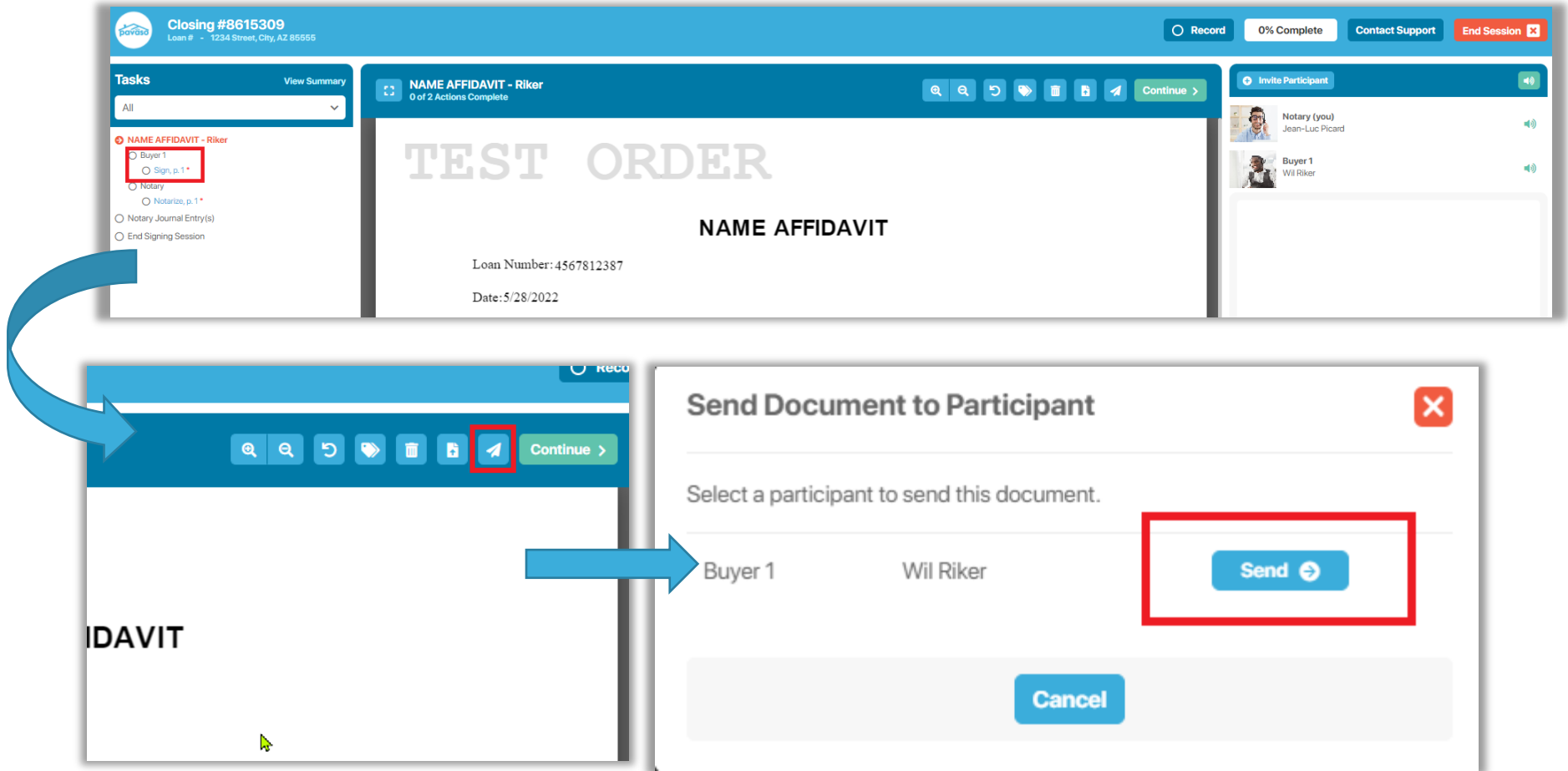
After entering location information, select **Start Signing** in the top right corner. Once selected, you will be prompted to share your screen. Choose the screen you wish to share and click **Share**.

Note: Your screen options may vary depending on how many monitors you are using. Be sure to select the monitor that displays Pavaso.



Closing Session

Once your screen is shared, the signing session starts. If documents need review or signing, select the paper airplane button, and then the appropriate Participant. If there are multiple Participants, the document will automatically be sent to the next Participant required to sign.



Note: Signers will be prompted to share their screen with you to actively monitor their progress on video, as seen below. You will also be able to track the overall progress with the progress bar at the top.



3615309
Street, City, AZ 85555

Record 33% Complete

View Summary

NAME AFFIDAVIT - Riker
1 of 2 Actions Complete

Reclaim Document

Invite Participant

Notary (you)
Jean-Luc Picard

Buyer 1
Wil Riker

Remote view - Wil Riker (Buyer 1)

My Signing Session
Loan #: 4567812387

Record 33% Complete Contact Support Leave Session

NAME AFFIDAVIT - Riker

TEST ORDER

NAME AFFIDAVIT

Loan Number: 4567812387

Date: 5/28/2022

Name: Wil Riker

This is to certify that:

Wil Riker, William Riker, Number 1, Thomas Riker

Participants

Buyer 1 Wil Riker

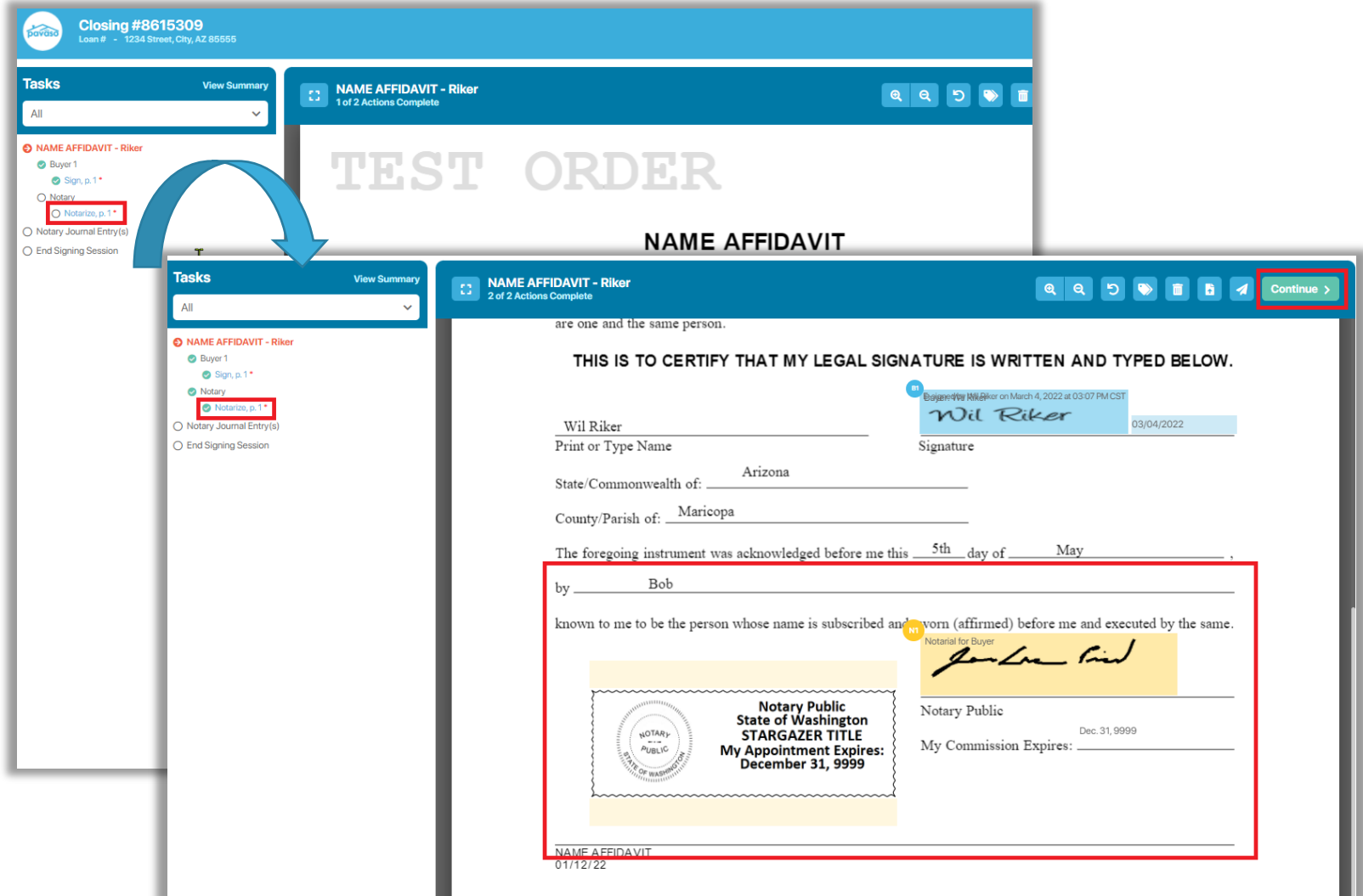
Notary Jean-Luc Picard

Chat with everyone by typing a message below.

Type chat message here

Type chat message here

After the Participant has completed their tasks, the document is returned to you. If notarization or other actions are required for you to complete, the document remains open. Once your tasks are complete, select **Continue** to move to the next document.



Notary Journal

When all documents are finished, complete your Notary Journal. Select **Type of ID Used to verify** and complete all required fields. If there are multiple Participants, each Participant must be selected to complete information for each Participant. Select **Continue**.

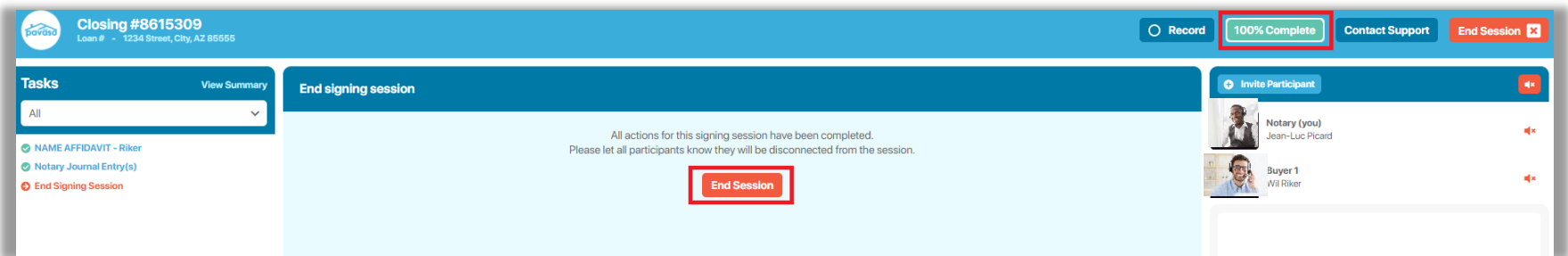
*Note: You can select **Opt Out of Journal** if your state setting permits.*

The screenshot shows a web interface for a Notary Journal entry. At the top, there is a blue header with a back arrow, the text "Entry 1 (Buyer 1)" and "Wil Riker", and a "Continue >" button. Below the header, the form contains the following fields and sections:

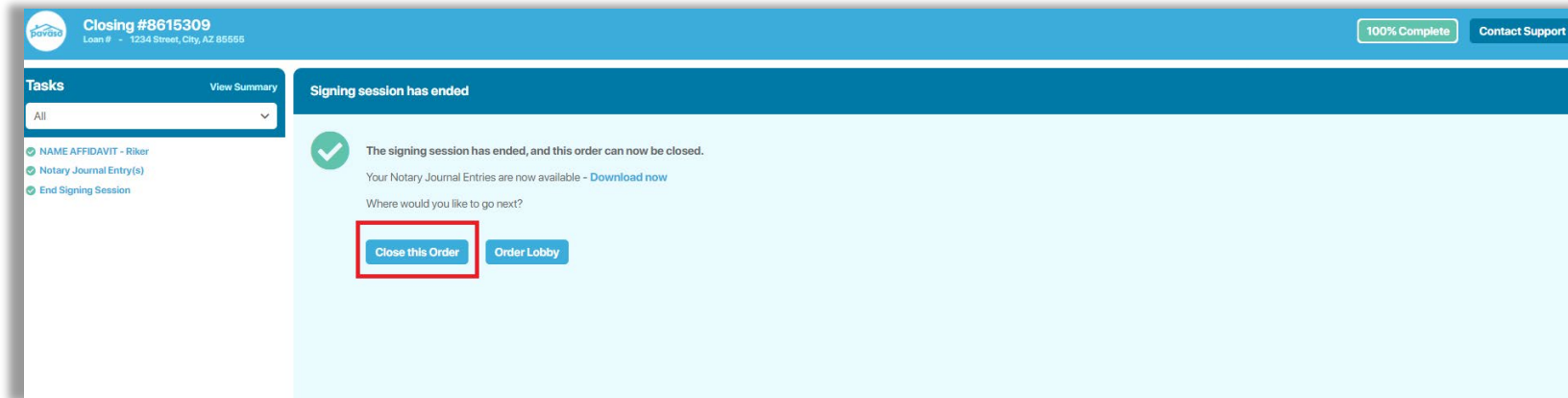
- Date of Notarization: March 21, 2022
- Description/title of document(s): Mortgage Documents
- Document Date: 03/10/2022
- * Type of notarial act: Acknowledgement (dropdown menu)
- Name of Signer: Wil Riker
- Address of Signer: 4561 street, city, MN, 45481
- Signature of Signer: [Handwritten signature: Wil Riker]
- Name of witness: [Empty text box]
- Signature of witness: [Empty text box]
- Address of witness: [Empty text box]
- * Type of ID Used to verify: Select type of ID... (dropdown menu, highlighted with a red box)
- County location of property: [Empty text box]
- Fee charged: [Empty text box]
- Place where notarial act was performed: [Empty text box]
- Comments (optional): [Empty text area]



When all documents and tasks are complete, select **End Session**. This will end audio and video communication with all Participants.



You can close this order or return to the Order Lobby. If there are outstanding tasks for the Closing Agent on the order, these will be completed in Closing Agent Access.



Once closed, you can review your order and download documents.

The screenshot displays the Pavaso Digital Close Enterprise web application. The top navigation bar includes links for Home, My Messages, My Team, My Company, Help, and the user profile for Jean-Luc Picard. The current date and time are 03/04/2022 02:15:29 PM. The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- Address: 1234 Street, City, AZ 85555
- Actions: View, Delete, eVault, Archive
- ORDER NUMBER:** 8615309
- COMPANY:** Test-Discovery Lending
- BUYER:** Wil Riker
- SELLER:**
- SALES PRICE:** \$ 0.00
- CLOSING DATE:** 03/29/2022 12:53 PM
- ACTUAL CLOSING COMPLETED:** 03/04/2022 02:14 PM
- Buttons: Early Disclosures, Post Closing

Main Content Area:

- Documents**
The documents listed below are the signed copies of your closing package.
- Date Completed**
- Audit Log**
This Audit Log contains all of the activity from this Digital Closing up to the completion of the closing process.
Link: [AuditReport](#) | N/A | Download | Print
- Complete Package**
Link: [Bundle of all Documents](#) | N/A | Download | Print
- Order Documents**
Link: [NAME AFFIDAVIT - Riker](#) | 03/04/2022 | Download | Print
- Additional Order Documents**
Add Documents
- Journal Entries**
Link: [Journal Entries](#) | 03/04/2022 | Download
- Remote Closing Session Videos**

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](#)