## **Release Order**

The "Release Order" button releases the Order from the Lender to the Title Closing Agent(s). It allows the Lender to make any necessary document configurations or modifications before making the Order available to the Title Closing Agent(s).



## **Releasing an Order**

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

	)igital Close Enterprise				Lobby	Create Orde	er Notific	ations
Order Lobby Q buyer x Select an Order below to view the details								
Order Number	Loan Number	Borrower	Seller	Property	Closing [	Date 👻	Status	T
12162016_094004	EZ016De	Ben Buyer		4006 Subject St, Dallas, T. 75006	TX 11/18/201	6 6:59:00 PM	Configurat Needed	tion

2. Make sure all document configurations are completed correctly and click on the "Release Order" button.



Note: If you do not see the "Release Order" button, it is because you are not the assigned Lender on the Order.

## Changing the Assigned Lender

1. Click on the "Edit" link underneath the property address on the top left corner of your screen.



2. Scroll down to the Lender section, select your email address in the drop-down, and save.

Lender			
Company	EZ Lender	Lender Email Address (*)	boblender@mailinator.com v
Other	Lender Email Address (*)		
	Lender First Name (*)	Lender Middle Name	Lender Last Name (*)

You will now be able to release the Order.