



## Before Your Signing

### Complete your Pavaso Notary Certification.

- If you have not already done so, complete our training at [www.pavaso.com/notaries](http://www.pavaso.com/notaries). After completing your training, you will receive a certificate from Pavaso.
- **Optional:** If you will be electronically notarizing on the platform, you must register your eNotary information with Pavaso. Follow [these steps](#) to do so.

### Confirm your equipment and order status.

1. Verify the hardware you are using meets our [minimum system requirements](#).
2. You must have working Wi-Fi or Hotspot access. If you do not believe you will have access to the internet for your signing appointment, contact the title company for an alternate option.
3. Contact the title company to confirm how you will receive the wet sign documents for this appointment, if applicable. You will physically bring these with you to the appointment.
4. Sign in to your Pavaso account and confirm the order you are assigned to is in **Pending Closing** status. If the order is not in Pending Closing status, contact the title company immediately.

ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED	ACTUAL	STATUS
							CLOSING DATE	CLOSING DATE	
BH_0808...		Ollie Buyer		N/A	Magic Title (TEST)	456 Mystery Mile, Dallas, TX 12345 Mountain	08/31/2023 12:59 PM		Pending Closing

If you have questions about these steps or need assistance, please contact us:

## Pavaso Support

**Support Hours:** <https://pavaso.com/contact/>

**Phone/ Closing Hotline:** (866) 288-7051

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

[View Our 24/7 Online Help Library](#)