

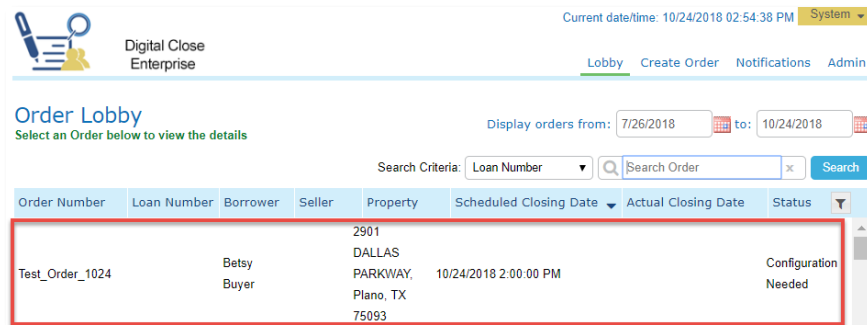


Adding an Additional Party for Title Holder

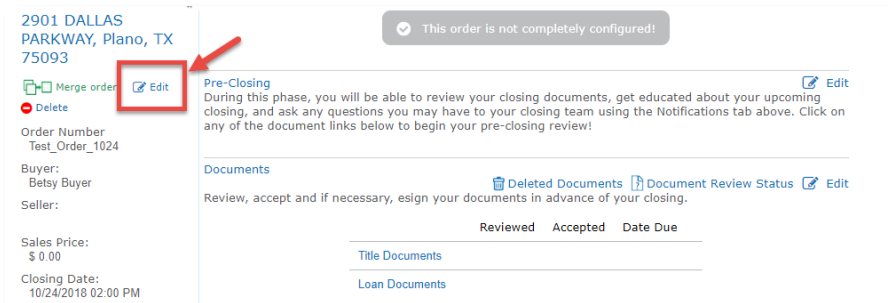
Currently, if there is a non-purchasing spouse that needs to digitally sign documents on an order, they can be added as a Title Holder.

Add Title Holder Role to Existing Orders

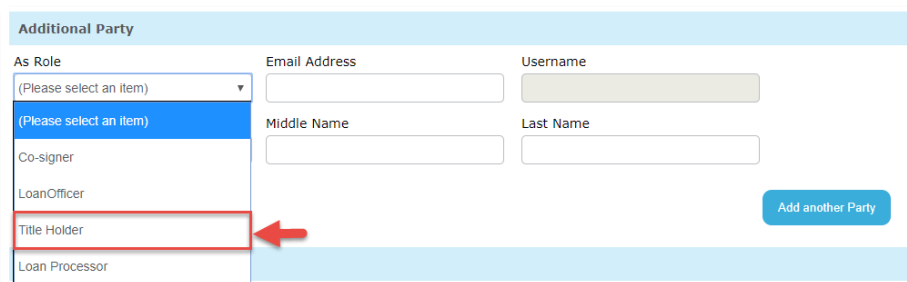
1. Select existing order from the “Order Lobby”:



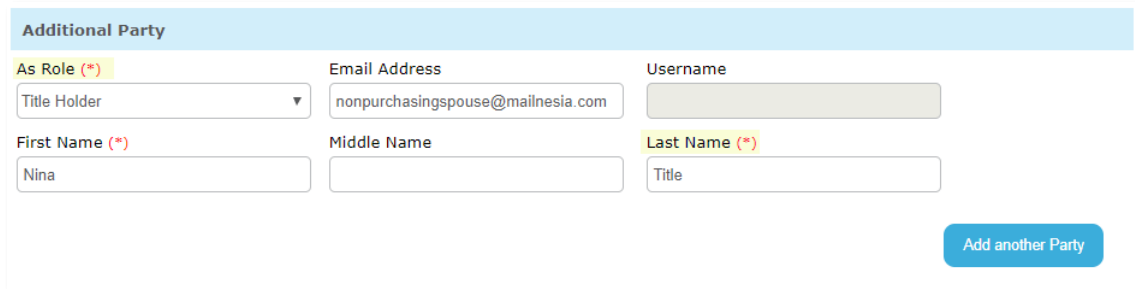
2. Select “Edit”:



3. Enter all required fields for Order Details. Scroll down to “Additional Party” and select “Title Holder” from the drop-down box:



4. Enter the Title Holder's required fields:



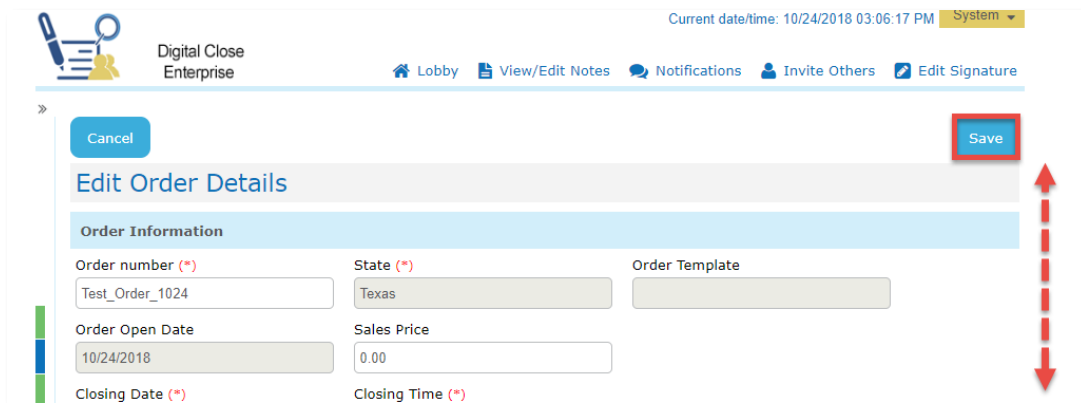
The screenshot shows a form titled "Additional Party" with the following fields:

As Role (*) Title Holder	Email Address nonpurchasingspouse@mailnesia.com	Username
First Name (*) Nina	Middle Name	Last Name (*) Title

An "Add another Party" button is located at the bottom right of the form.

Note: (*) Asterisks denote required fields.

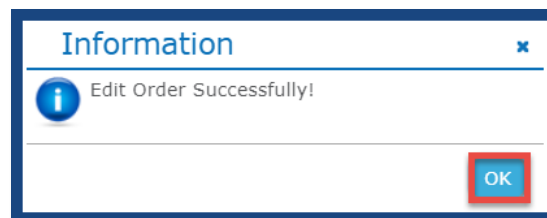
5. Scroll to the top of the order and select "Save" and "OK":



The screenshot shows the "Edit Order Details" form with the following fields:

Order number (*) Test_Order_1024	State (*) Texas	Order Template
Order Open Date 10/24/2018	Sales Price 0.00	
Closing Date (*)	Closing Time (*)	

A "Save" button is highlighted with a red box. A red double-headed arrow indicates scrolling up to the top of the form.



The screenshot shows an "Information" dialog box with the following text:

Information [X]

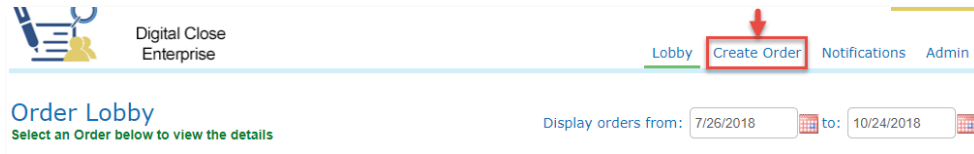
i Edit Order Successfully!

OK

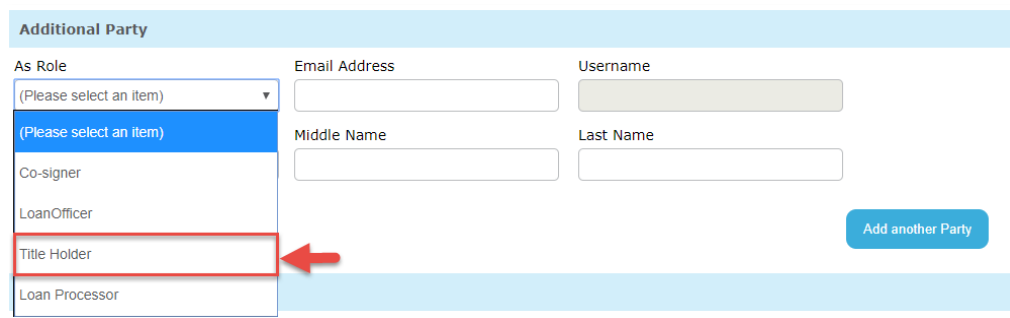
New orders with a Title Holder Role

Orders with lenders associated will be created by the lender. Closing Agent/Title office will manually create new orders for cash closings only.

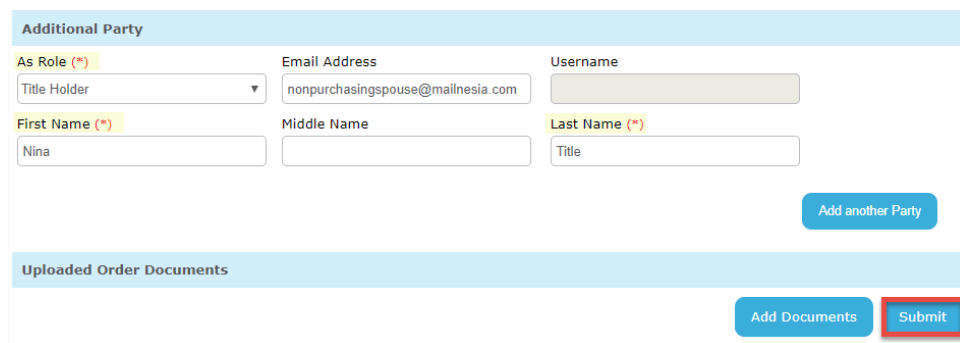
1. Select "Create Order" from the "Order Lobby":



2. Enter all required fields for Order Details. Scroll down to "Additional Party" and select "Title Holder" from the drop-down box:



3. Enter the Title Holder's required fields and select "Add Documents" to upload documents or "Submit" to complete order creation.



Note: (*) Asterisks denote required fields.

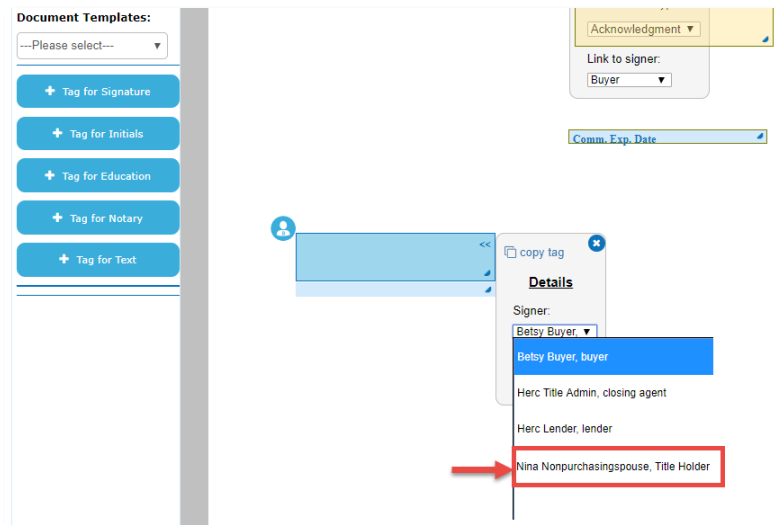
Title Holder Role Added as Signers

If a Title Holder has been added to an order, they will appear in the signature tag Signers drop-down menu.

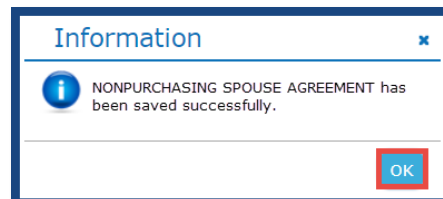
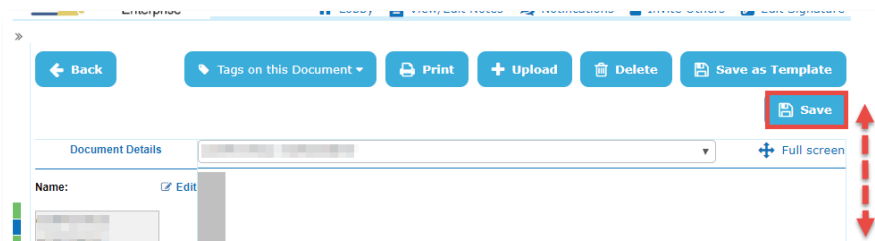


NOTE: The Title Holder is not required to review documents before the closing, however the order cannot be closed until the Title Holder has created their account in Pavaso and

1. Add a “Tag for Signature” and select the “Title Holder” from the drop-down menu:



2. Scroll to the top of the document and select “Save” and “OK”:





Pavaso Support

Business Hours: Monday – Saturday 7:00 AM – 8:00 PM, CST

Email: 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.