



Title Holder Role

Revised: 12/10/2023

Pavaso

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Adding an Additional Party for Title Holder

Add Title Holder Role to Existing Orders

Select existing order from the Order Lobby.

Current date/time: 12/12/2023 10:14:35 AM

Digital Close Enterprise

Lobby Create Order Notifications Admin

Order Lobby

Select an Order below to view the details

Display orders from: 9/13/2023 to: 12/12/2023

Show deleted orders

Search Criteria: Order Number Search

Open	Closed	ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED CLOSING DATE	ACTUAL CLOSING DATE	STATUS
		Testord...		Tom Paris		N/A	Stargazer Title	1123 Street, City, TX 55185	11/16/2023 11:42 AM Mountain		Pending Review

Select **Edit**.

1123 Street, City, TX 55185

[Edit](#) [Replicate Order](#)

ORDER NUMBER:
Releaseorder

COMPANY:
Stargazer Title

BUYER:
Tom Paris

SELLER:

SALES PRICE:
\$ 0.00

CLOSING DATE:
11/16/2023 11:12 AM Mountain

COUNT DOWN TO CLOSING:
0 0 0 0
DAYS HOURS MINUTES SECONDS

Scroll down to Additional Party and select **Title Holder** in the **As Role** dropdown.

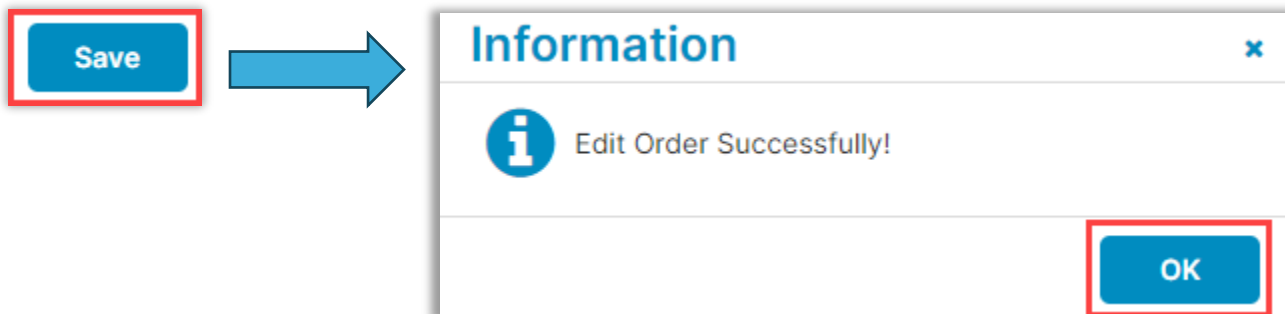
The screenshot shows the 'Additional Party' form. The 'As Role (*)' dropdown menu is open, showing options: '(Please select an item)', '(Please select an item)', 'Co-signer', 'LoanOfficer', 'Title Holder' (highlighted in blue), 'Non-Purchasing CoBorrower', and 'LoanOriginator'. Other fields include 'Email Address (*)', 'Username', 'Middle Name', and 'Last Name (*)'.

Enter the Title Holder's information.

Note: Title holder is linked to either Buyer or Seller. Select the appropriate party from the **Linked To** dropdown.

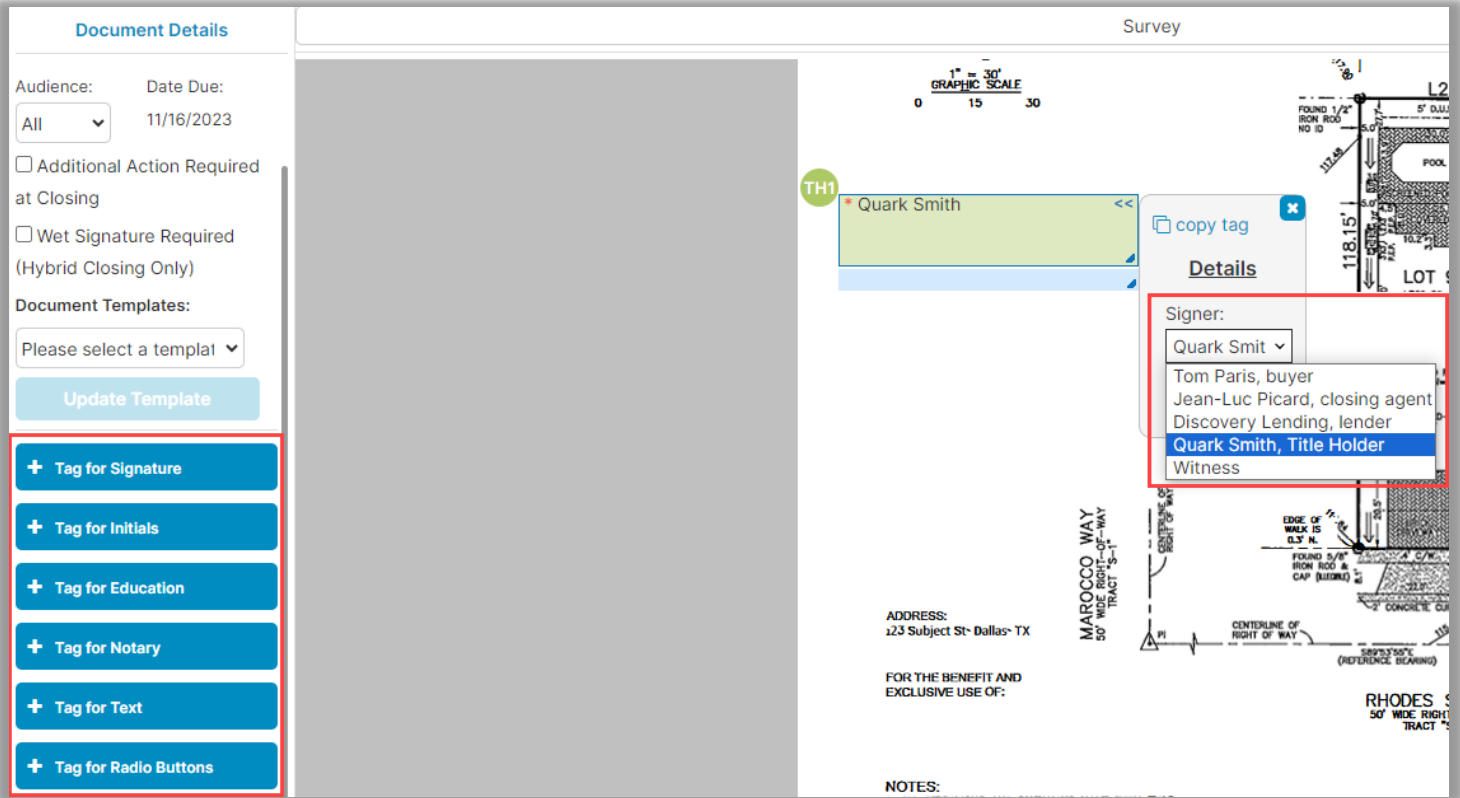
The screenshot shows the 'Additional Party' form with the following fields filled out: 'As Role' is 'Title Holder', 'Email Address (*)' is 'quarkstitle@mailinator.com', 'Username' is empty, 'First Name (*)' is 'Quark', 'Middle Name' is empty, 'Last Name (*)' is 'Smith', 'Suffix Name' is empty, and 'Linked To' is 'Buyer 1 - Tom Paris'. An 'Add another Party' button is visible at the bottom right.

Select **Save** at the top or bottom of the order details screen. Then select **OK**.

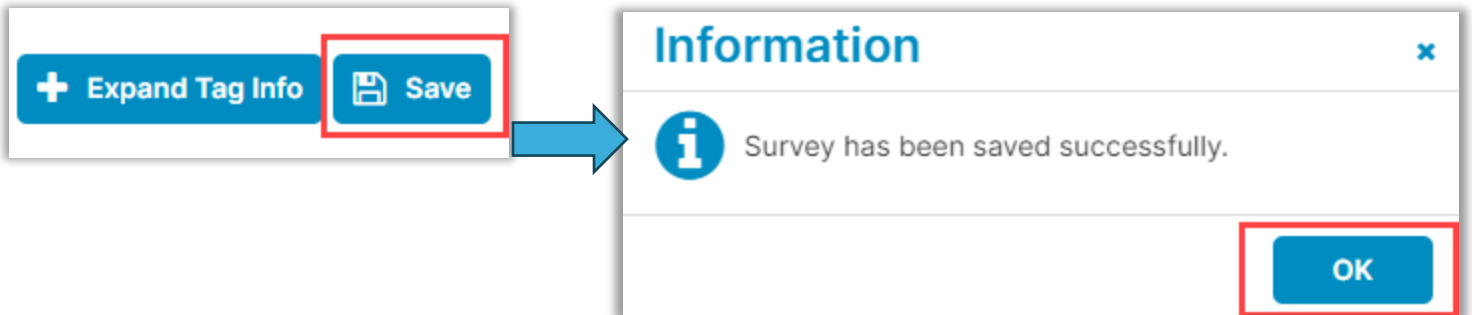


Title Holder Role Added as Signers

If a Title Holder has been added to an order, they will appear in the signature tag Signer drop-down menu. Select the type of tag, then select the Title Holder from the drop-down menu.



Select **Save** in the top right, then **OK**.



Pavaso Support

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

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Email: support@pavaso.com

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