White Text Tagging (WTT)

Configuration Guide

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Pavaso, Inc.

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- [Pavaso White Text Tagging Quick Reference](#)
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Enabling White Text Tags

This option is available to Company and Primary Administrators only. If you have questions about enabling this setting, contact your Implementation Lead or implementation@pavaso.com.

How to Write White Text Code

We will be using the following resources to code documents for WTT:

- [Pavaso White Text Tagging Codes](#)
- [Pavaso White Text Tagging Quick Reference](#)
- [Pavaso White Text Tagging Visual Reference](#)

There are several elements to the code that determine the type of tag, the size, and the signing options for the tag. You can find recommended sizes for tags in the Quick Reference document linked above. All codes will follow the below format.

| Always begin with *^ | Indicates type of tag
Es = Signature
En = Initials | Indicates Signer
B1 = Buyer 1
S1 = Seller 1 | Size of tag in mm
Width,height | Required
(Tag not required if absent) | Phase
pc = Pre-Closing
cl = Closing |
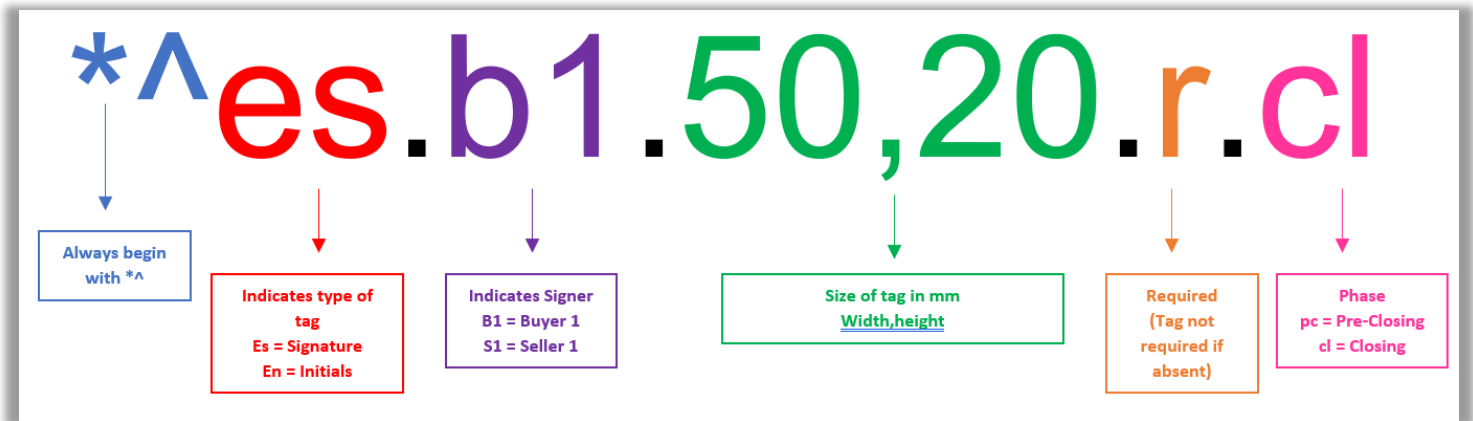
Configuring Documents for White Text Tagging (WTT)

Documents must contain specific code in white text to be read by Pavaso. We'll use the document below as our example throughout this guide. This is a Word document.

The first line of the document requires a signature and date. We also know that the tag should be required and should also be signed at closing. Knowing this, we can build the following codes:

This code tells Pavaso that the tag should be an electronic signature for buyer one with dimensions of 50x20 mm, is required, and should be signed at closing.

<p align="center" style="font-size:2em">*^es.b1.50,20.r.cl</p>

This code tells Pavaso that the tag should a date tag for buyer one with dimensions of 20x50 mm, is required, and should be signed at closing.

<p align="center" style="font-size:2em">*^ed.b1.20,50.r.cl</p>

Now we'll put these codes on the document.
Note: Text displays as red in this example for demo purposes.

```
*^es.b1.50,20.r.cl                    *^ed.b1.50,20.r.cl
_____
Buyer Signature and Date
```

Let's code the rest of the document as well. This includes eNotary signature, commission, and expiration date, as well as a text and check box. The text and check box are not required in this example, so we will leave that field of the code blank.

SAMPLE DOCUMENT

*^es.b1.50,20.r.cl   *^ed.b1.50,20.r.cl
Buyer Signature and Date

*^es.ca.50,20.r.cl
eNotary Signature

*^ensign1.affidavit.50,40.r
eNotary Commission

*^endate.50,20.r.cl
eNotary Expiration

*^et.b1.50,20.cl
Text

*^ec.b1.10,10.cl
Checkbox

Now that we have all codes on the document, we now need to change the text color to white, so Pavaso can read the text. **Be sure to save your document with white text.**

Important Note

Make sure the font color of your codes is changed to white before saving and uploading the document(s).

eNotary WTT

Available eNotary tags include:

- eNotary signature
- eNotary stamp
- eNotary commission expiration date

To ensure eNotary tags will complete at the same time during signing, they must be grouped together in the WTT code. The grouping can be repeated on different documents. For example, you can use the same eNotary code on different document that requires eNotarization, using the same group.

The code for a Notary signature differs slightly from a standard electronic signature tag. This code says that the eNotary signature is part of group 1, should be 60 by 20mm, and is required at closing.

<p align="center">*^ensign1.60,20.r.cl</p>

The grouping included in eNotary codes is significant because it ties all tags together on the document. Now that we have a code for the Notary signature, let's complete the stamp and commission expiration code.

This code tells Pavaso that the tag is for a Notary stamp/seal, is part of group 1, should be 100 by 60mm, and is required at closing.
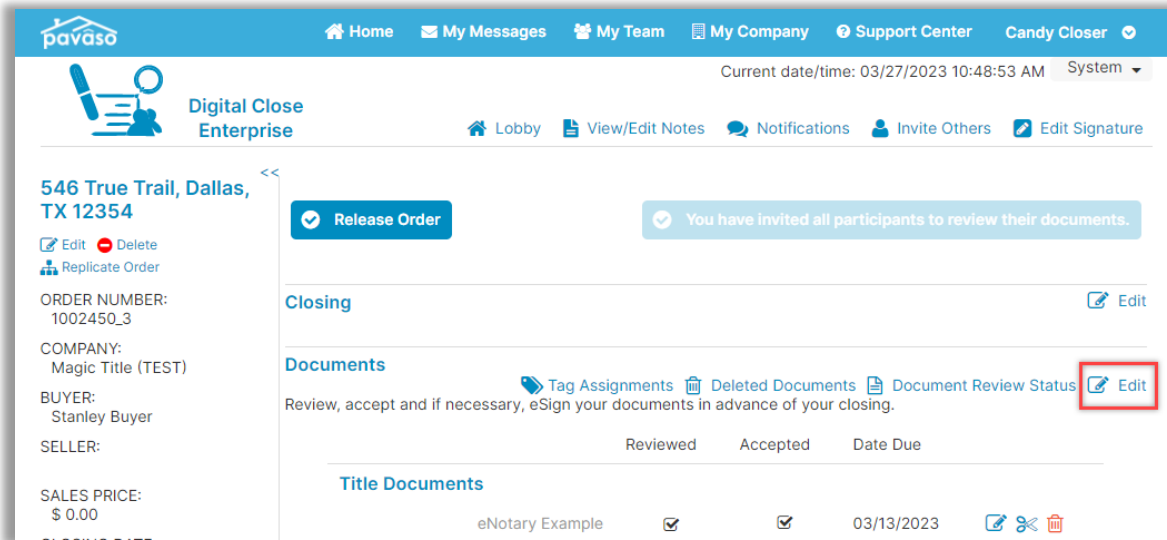
<p align="center">*^enseal1.100,60.r.cl</p>

This code tells Pavaso that the tag is for a Notary commission expiration, is part of group 1, should be 150 by 60mm, and is required at closing.
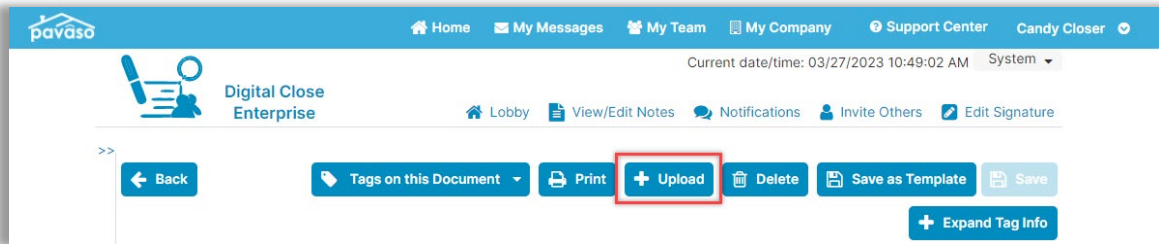
<p align="center">*^endate1.150,60.r.cl</p>

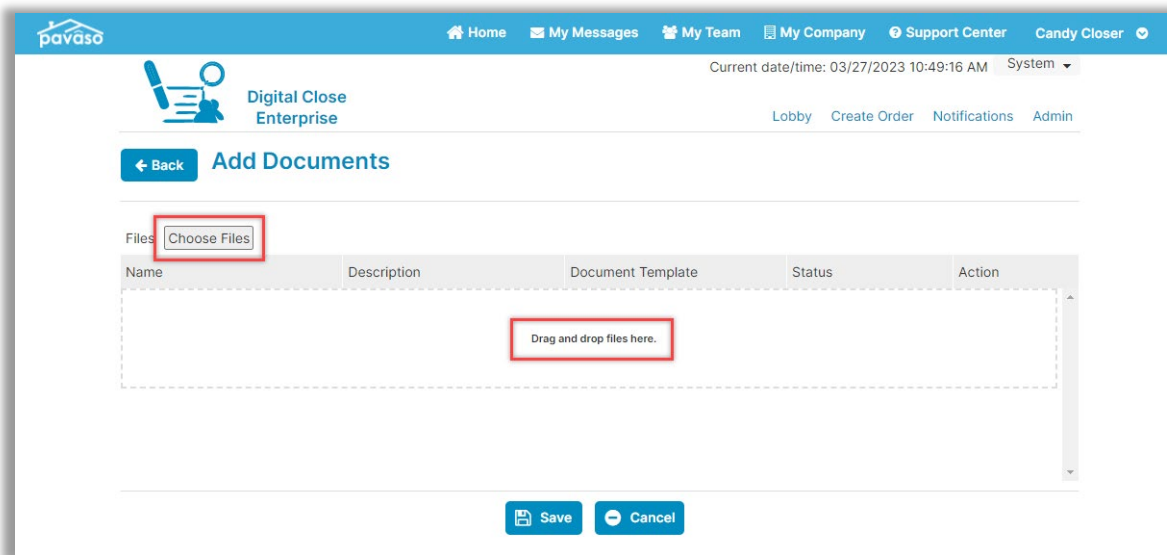# Uploading a Document with White Text Codes

From within your order on Pavaso, select the **Edit** pencil icon to open Edit mode.
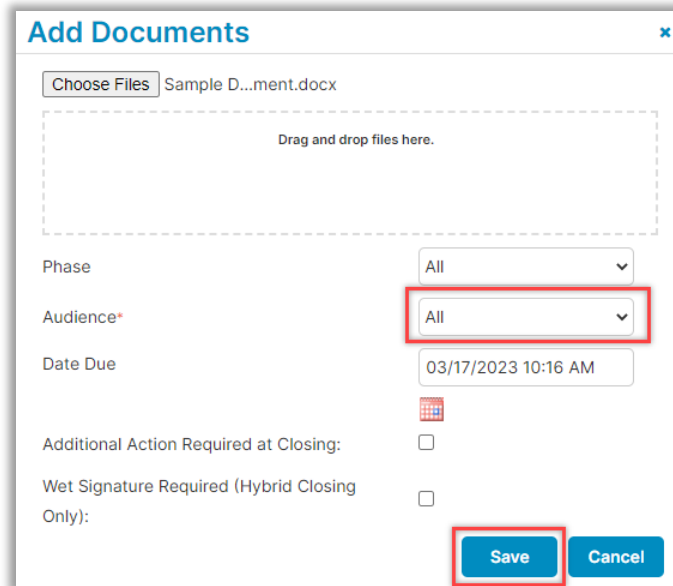

Select **Upload**.

Select **Choose Files** or drag and drop the document to the upload box. You can upload a Word or PDF file.

Once the document uploads, choose the **Audience** for your document, and select **Save.**
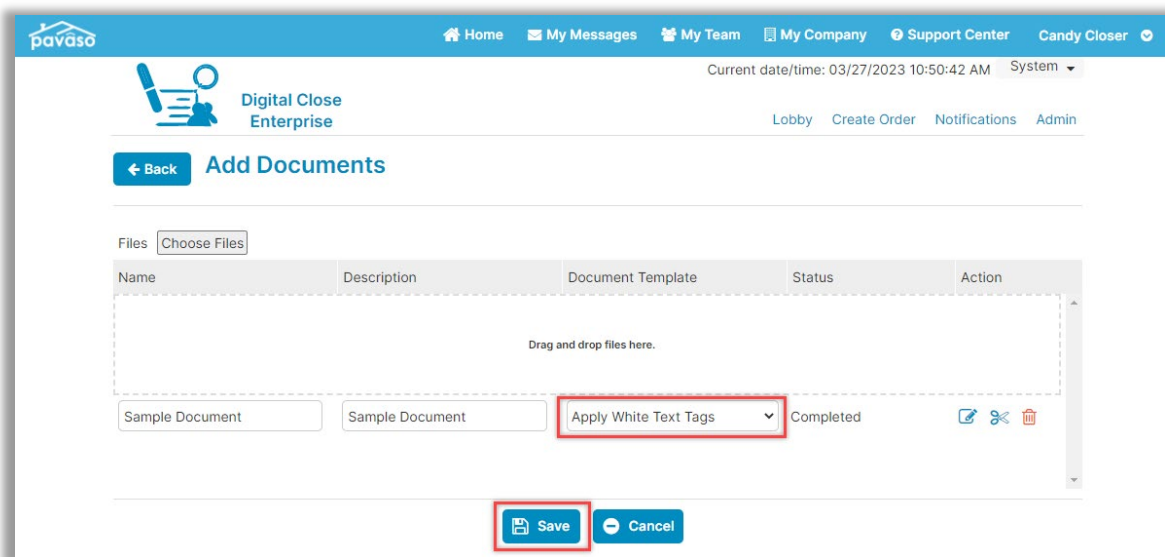
Instead of automatically applying a template, the system recognizes that White Text codes are present, and selects the **Apply White Text Tags** option. Do not select a template from this dropdown, as the template will override the White Text codes. Select **Save**.

The document will be added to the order with the tags coded on the document. If you need to make any changes to tag sizes, you can do so from within Edit mode. However, if you want to make a change that will affect the codes so that they are correct for the next use, you will need to update to the White Text code on the document. In this example, we would update the code in Word and upload the new version.
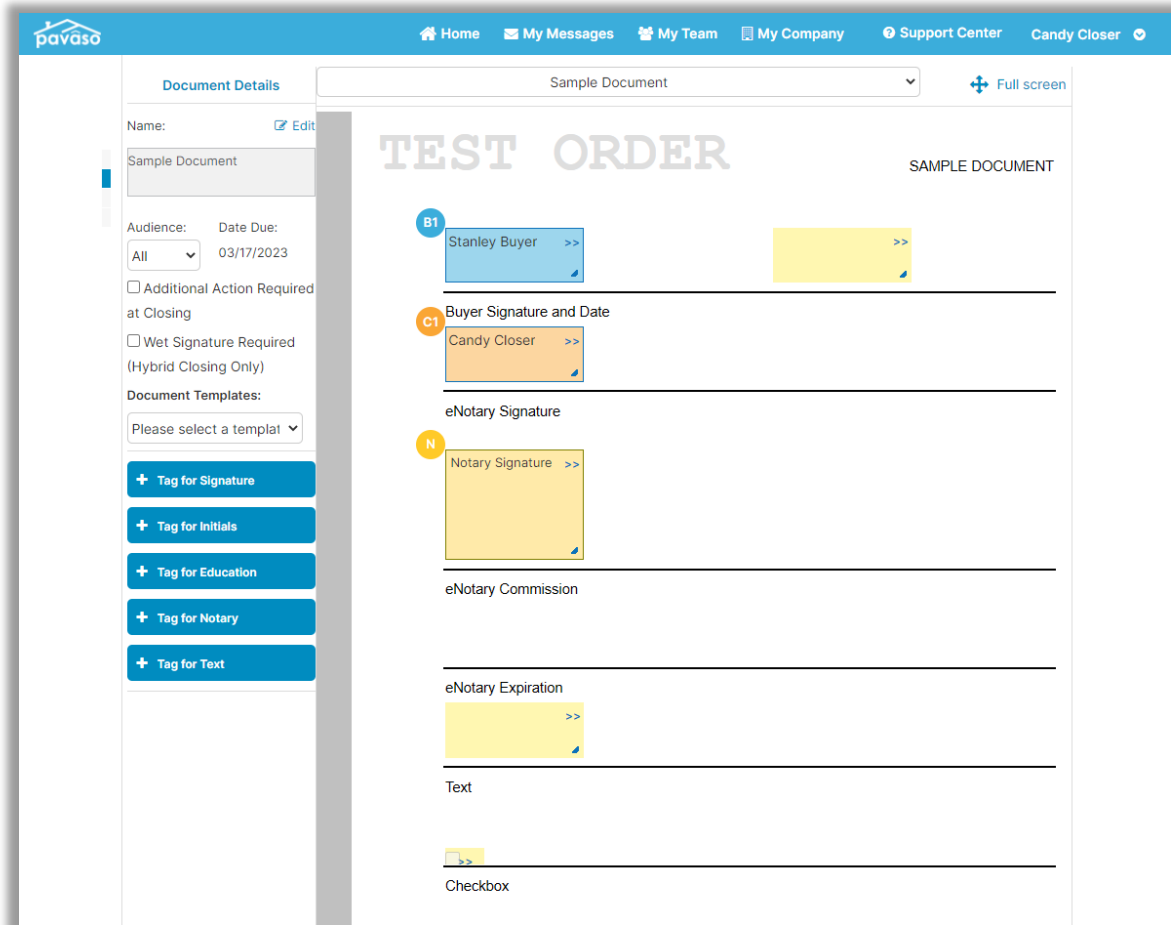
Pavaso Support

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