



Adding Witnesses

Remote, In-Person, and Unassigned Witnesses

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Pavaso, Inc.

Table of Contents

Important Information About the Remote, In-Person, and Unassigned Witness Types	2
Adding an In-Person Witness	5
Adding a Remote Witness to an Order (RON and RIN Signings Only)	3
Unassigned Witness	5
Pavaso Support	8

Important Information About the Remote, In-Person, and Unassigned Witness Types

Remote Witness	In-Person Witness	Unassigned Witness
Specific to RON or RIN signings	IPEN or MDC signings	Any signing type
Separate location and device from notary and signer(s)	Located with notary or signer(s)	Must be present in person with either notary or signer(s)
Added to Order Details in advance or during a RON session	Added to Order Details in advance or during a signing session	Not added to the order, but name and action of signing captured in the Audit Log
Is existing Pavaso user or creates Pavaso account from invitation email	Is existing Pavaso user or creates Pavaso account from invitation email	Does not create/retain Pavaso account
Cannot be an individual with an existing buyer or seller account on Pavaso	Cannot be an individual with an existing buyer or seller account on Pavaso	Can be any individual present with notary or signer(s)
Completes KBA questions and ID validation, unless marked as an Observer	Does not have a separate device, therefore does not need to meet system requirements	No system identity validation
Appears in separate webcam feed and must meet minimum system requirements	Notified via email of Witness assignment	Appears either via the notary or a signer's webcam feed for RON or RIN, where they are physically present
Notified via email of Remote Witness assignment	Order access revoked immediately after closing unless existing permission applies <i>Example: Company admin will have order access after closing.</i>	No email notification sent
Order access revoked immediately after closing unless existing permission applies <i>Example: Company admin will have order access after closing.</i>		Order access revoked immediately after closing

Adding a Remote Witness to an Order (RON and RIN Signings Only)

Select an existing order or create a new order.

The screenshot shows the 'Order Lobby' page in the Digital Close Enterprise system. At the top, there is a navigation bar with 'Home', 'My Messages', 'My Team', 'Support Center', and 'Will Witness'. Below the navigation, the current date/time is 11/29/2022 12:21:22 PM. The main content area is titled 'Order Lobby' and includes a search bar with 'Order Number' as the search criteria. A table of orders is displayed below, with one row highlighted in red. The highlighted row contains the following information:

ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED CLOSING DATE	ACTUAL CLOSING DATE	STATUS
screens...		Wil Riker		N/A	N/A	1123 Street, City, TX 55185	03/15/2023 10:32:00 AM		Pending Closing

At the bottom right of the table, it says 'Display 1 of 1 items'.

For existing orders, select **Edit**.

The screenshot shows the details for an order at '1123 Street, City, TX 55185'. An 'Edit' button is highlighted with a red box. Below the address, the following information is displayed:

- ORDER NUMBER: tagtagtag
- COMPANY: Stargazer Title
- BUYER: Wil Riker
- SELLER:
- SALES PRICE: \$ 0.00
- CLOSING DATE: 04/14/2023 12:21 PM
- COUNT DOWN TO CLOSING: 0 DAYS 0 HOURS 0 MINUTES 0 SECONDS

Scroll down to Additional Party and select **Witness** from the drop down.

The screenshot shows a form titled "Additional Party". On the left, there is a dropdown menu labeled "As Role" with a red border. The menu is open, showing options: "(Please select an item)", "Co-signer", "LoanOfficer", "Title Holder", "Loan Processor", "Non-PurchasingCoBorrower", and "Witness" (which is highlighted in blue). To the right of the dropdown are four input fields: "Email Address", "Username", "Middle Name", and "Last Name". At the bottom right of the form is a blue button labeled "Add another Party".

The following fields appear for a Remote Witness. This information will be used for the identify verification during a RON signing:

Note: Remote Witnesses must be U.S. Citizens with a permanent U.S. address to generate security questions.

- Email address*
 - Username
 - First Name*
 - Middle Name
 - Last Name*
 - Cell Phone
 - Street Address*
 - City*
 - State*
 - Zip Code*
 - International Phone Number
- *Denotes required field*

Fill out the required information, then select **Save**.

Note: Remote Witnesses marked as Observers cannot sign digitally.

The screenshot shows the "Additional Party 1" form with the following fields filled out: "As Role" is set to "Witness"; "Email Address" is "willthewitness@mailinator.com"; "Username" is "WillWitness04242023151413647"; "First Name" is "Will"; "Middle Name" is "The"; "Last Name" is "Witness"; "Street Address" is "1123 Street"; "City" is "City"; "State" is "Texas"; "Zip Code" is "55185". There is an "International Phone Number" section with a dropdown set to "+1-United" and two empty input boxes. At the bottom, there is a checkbox for "Observer for this RON Order" (unchecked), a blue "Add another Party" button, a grey bar with "Save Order Details" text, and "Cancel" and "Save" buttons.

Adding an In-Person Witness

Select an existing order or create a new order.

The screenshot shows the 'Order Lobby' section of the Pavaso Digital Close Enterprise application. At the top, there is a navigation bar with 'Home', 'My Messages', 'My Team', 'Support Center', and 'Will Witness'. Below the navigation bar, the current date and time are displayed as '11/29/2022 12:21:22 PM'. The main heading is 'Order Lobby' with a sub-heading 'Select an Order below to view the details'. There is a date range filter for 'Display orders from: 8/31/2022 to: 11/29/2022'. A search bar is present with 'Search Criteria: Order Number' and a 'Search' button. Below the search bar, there is a table with columns: ORDER NUMBER, LOAN NUMBER, BORROWER, SELLER, NOTARY, COMPANY, PROPERTY, SCHEDULED CLOSING DATE, ACTUAL CLOSING DATE, and STATUS. One row is highlighted with a red border, showing 'screens...', 'Wil Riker', 'N/A', 'N/A', '1123 Street, City, TX 55185', '03/15/2023 10:32:00 AM', and 'Pending Closing'. A 'Display 1 of 1 items' indicator is at the bottom right of the table.

For existing orders, select **Edit**.

The screenshot shows a modal window for an order. At the top, the address '1123 Street, City, TX 55185' is displayed in large blue text. Below the address, there is a red-bordered button with a pencil icon and the text 'Edit'. The modal contains the following details: 'ORDER NUMBER: tagtagtag', 'COMPANY: Stargazer Title', 'BUYER: Wil Riker', 'SELLER:', 'SALES PRICE: \$ 0.00', 'CLOSING DATE: 04/14/2023 12:21 PM', and 'COUNT DOWN TO CLOSING:'. At the bottom, there is a digital clock showing '0' for each of the four units: DAYS, HOURS, MINUTES, and SECONDS.

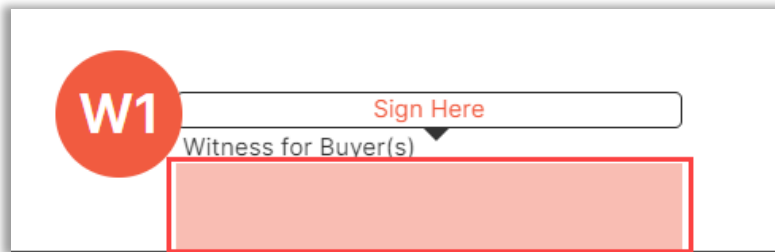
Scroll down to Additional Party and select **Witness** from the drop down. Fill out the required information, then select **Save**.

Additional Party

As Role	Email Address	Username
(Please select an item) ▼	<input type="text"/>	<input type="text"/>
(Please select an item)	Middle Name	Last Name
Co-signer	<input type="text"/>	<input type="text"/>
LoanOfficer		
Title Holder		
Loan Processor		
Non-PurchasingCoBorrower		
Witness		

[Add another Party](#)

For the Unassigned Witness to sign, they select the signature box during signing.



A pop-up for the Unassigned Witness to complete appears.

- A. Complete the full name and initials fields.
- B. Draw their signature and initials.
- C. Select **Save**.

Note: Select **Clear** to re-draw.

This signature and initials will be used anywhere the Unassigned Witness needs to sign.

A screenshot of a pop-up window titled 'Signing On Behalf of: Witness'. The window has a close button in the top right corner. Below the title, there is a paragraph of text: 'Please create your signature and initials. By selecting "Save", you agree that the signature and initials you set will be the electronic representation of your signature and initials on all closing documents.' Below this text are two input fields: 'Your Full Name:' with the value 'John William' and 'Your Initial:' with the value 'JW'. Below these fields is a section titled 'Hand-Drawn' which contains two drawing areas. The left area is labeled 'Draw your SIGNATURE inside the dotted lines' and shows a handwritten signature 'John William' inside a dotted box. The right area is labeled 'Draw your INITIALS inside the dotted lines' and shows the initials 'J.W.' inside a dotted box. Below each drawing area is a 'Clear' button. At the bottom of the pop-up are three buttons: 'Cancel', 'Save', and a red circle containing the letter 'C'.

Pavaso Support

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

Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com

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