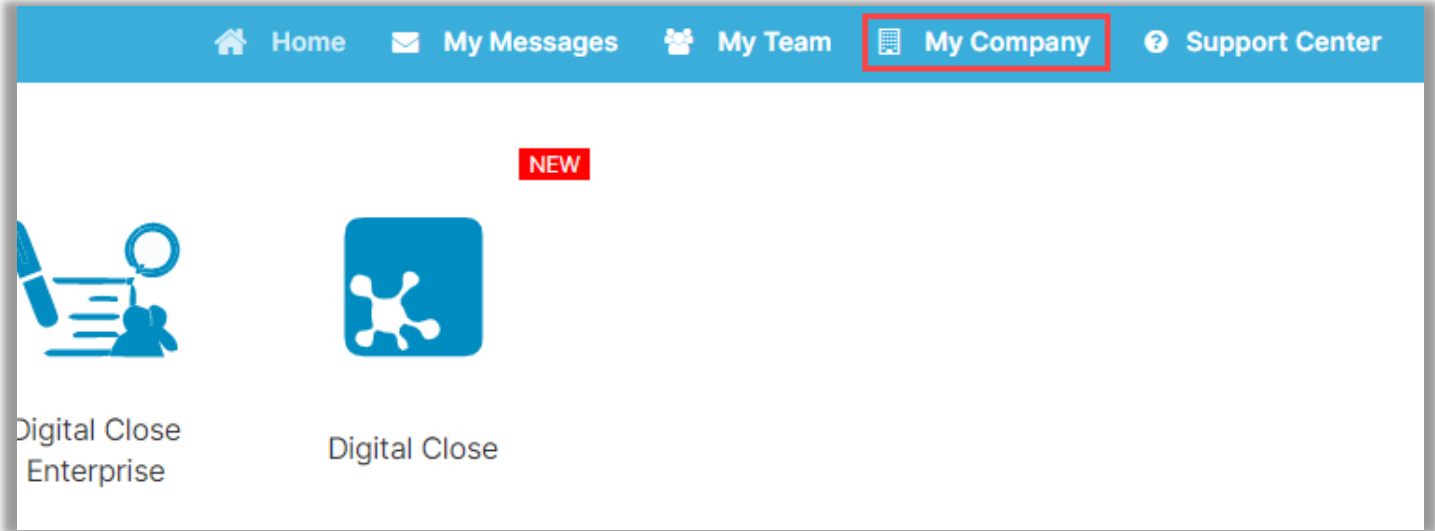




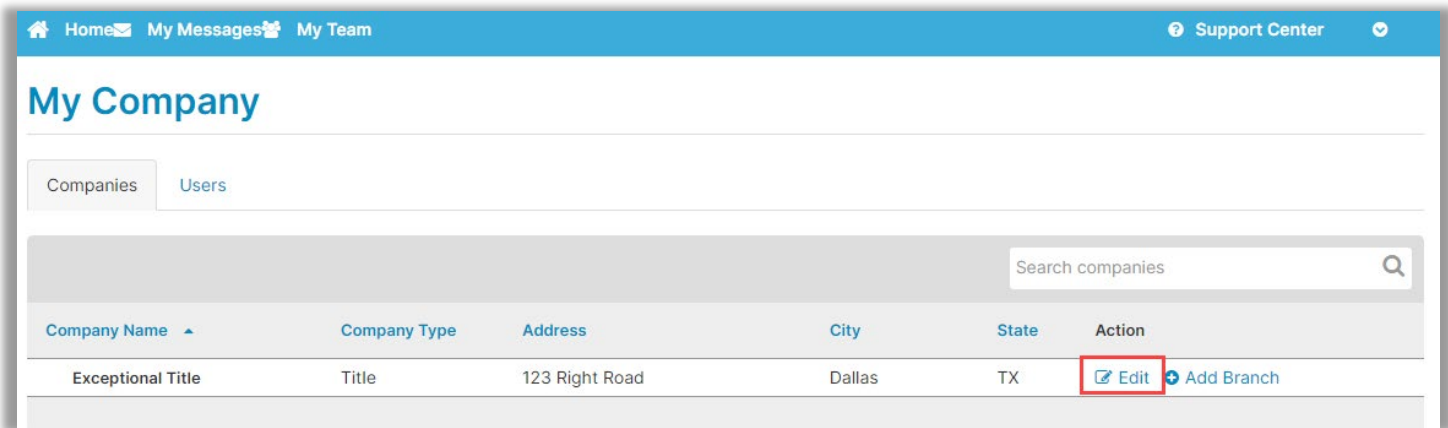
Log in to your Pavaso account.

Select **My Company**.

*Note: Only available to Company Administrators.*

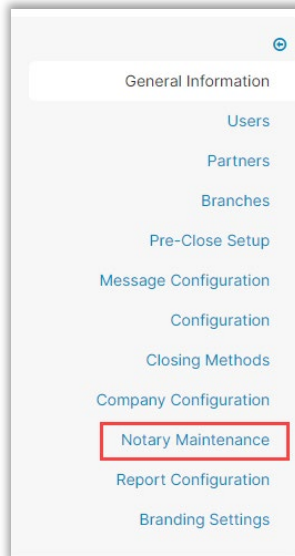


Select **Edit**.





Select **Notary Maintenance**.



Select **Approve** or **Reject**.

User	Is Company User	Billing Request Status	Date Added to Pavaso	Billing Effective Date	Billing Expiration Date	States(s)	Auto-renew	Actions
Marc Title marctitle@mailinator.c...		New Request show message	12/02/2022			TX	<input type="checkbox"/>	<a href="#">Approve</a> <a href="#">Reject</a>

## 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](#)