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➢ **STEPS TO COMPLETE BEFORE MOBILE CLOSING**

o   Verify that the hardware you are working with meets the minimum system requirements.

o   You must have working mobile WiFi or a Hot Spot accessibility. If you anticipate an issue with internet connectivity, contact the Title Company/Closing Agent for an alternate closing method.

o   Sign in at https://portaltraining.pavaso.com and verify that the order you will be closing is in **Pending Closing** status. If the order is not in **Pending Closing** status, contact Pavaso Support.

➢ **STEPS TO COMPLETE DURING MOBILE CLOSING**

1. *Log in to Pavaso*

- Login at https://portaltraining.pavaso.com using the credentials provided to you in the instruction email.

- Open **Digital Close Enterprise**

- Enter **the 6-Digit PIN** provided to you in the instruction email.

2. *Open Order in Lobby*

- Search for your Order by the Order Number provided to you in the instruction email

- Select the order with the Order Number and Loan Number that matches the Test Number assigned

- *If you are unable to find your test number, please contact Pavaso Support*

3. *Select Web Closing and Click "Continue"*

- Click on BUYER (Conduct Closing with Buyer(s), Notary and other parties) and Continue

4. *Borrower(s) review and confirm eConsent Verification*

- Borrower(s) enter **6-Digit PIN** to confirm eConsent Verification

5. *Select state of Notarization*

- Select **Texas** as the state in which the eNotary will be Notarizing

6. *Enter Notary Information*

- Enter the credentials for the Notary that will be eNotarizing the documents

7. *Draw and Save Signature for Closer on the Order*

- Select **Edit** on the far right of the page. You will then create your signature using your finger, stylus or mouse.

- Click **Adopt** and save

8. *Borrower(s) Confirm their presence*

- Borrower(s) enter **6-Digit PIN**

9. *Draw and Save Signatures*

- Select **Edit** on the far right of the page. You will then create the signature using your finger, stylus or mouse.
- Borrower(s) must sign EXACTLY as displayed in the upper left corner to match the loan documents. (Example: If the borrower has a middle name or initial they must include it with their signature.)
- Click **Adopt** and save.

10. *Click "Start Closing"*

- Informational Task List shows actions needed to complete; Click **"Start Closing"**

11. *Select Orange Documents*

- Under **List of Docs** Close **Incomplete** from the drop down
- Click on the first document on the list

12. *Complete Remaining Digital Tasks*

- Find the area on the document that requires action (Example: incomplete borrower signatures, blank text boxes, etc.)
- For Buyer, click to apply **Buyer Signature; Save**
- For Notary, click to apply **Notary Acknowledgement; Save**
- Click **Buyer Complete** when applicable

13. *Import Later*

- A popup will remind you that you have documents that need to be wet ink signed, and imported.
- **DO NOT IMPORT DOCUMENTS** – The Title Company/Closing Agent will import the documents.
- Click **"Import Later"**

14. *Return Wet Ink Signed Documents as soon as possible per Title Company/Closing Agent specific rules*

- Funding review cannot start until the Title Company/Closing Agent has received the wet signed documents