



Step 15 – Completing the Buyer Portion of the Closing

Once all document tasks have been signed and e-notarized, an Information pop-up will appear.

- Click on the “Buyer Complete” button.
- If the pop-up does not appear, click on the “Buyer Complete” button in the upper left corner of the screen.

Note: The “Buyer Complete” button becomes enabled when all required signatures and Buyer tasks have been completed.

- If the “Buyer Complete” button is grayed out or not enabled, then there are still tasks remaining. Repeat steps 9 or 10 in Section 3: Viewing Tasks to verify what documents need to be completed.

Warning: Tasks may include e-notarizations which MUST be completed in the Buyer Access while the Buyers are present. You will not be able to e-notarize outside of the Buyer Access.

- If all documents and tasks (signatures, imports, etc.) have been completed by all parties (Buyer, Closing Agent, etc.), the Document List screen appears indicating that the Closing Has Been Completed.
- If there are Closing Agent tasks (imports, texts, etc.) remaining, the How Would You Like to Proceed screen appears.