

Completing Order Configuration



For the Borrower(s) to receive an invitation email to initiate the Accept and Review process, an Order must be completely configured.

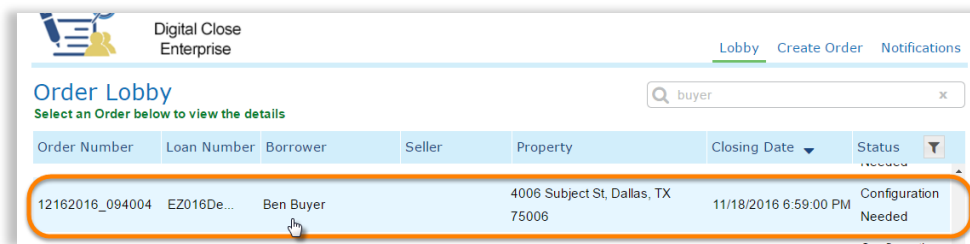
It is important to complete an Order's configuration only after all documents have been added, tagged, and customized by all parties.

As the Closing Agent, you will click on the "Invite Borrowers to Pre-Closing" button once all necessary document configurations or modifications have been made.

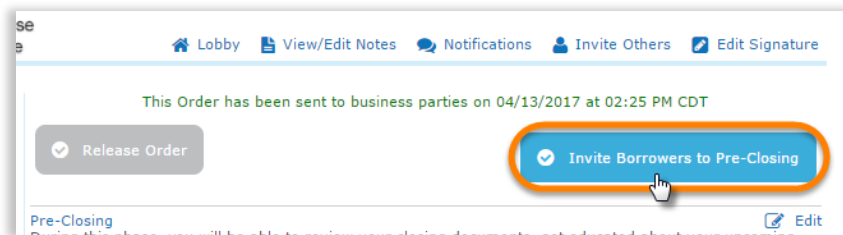
Invite Borrowers to Pre-Closing

The "Invite Borrower to Pre-Closing" button releases the Order from the Title to the Borrower(s) and invites all to join Pavaso for the Review and Accept process.

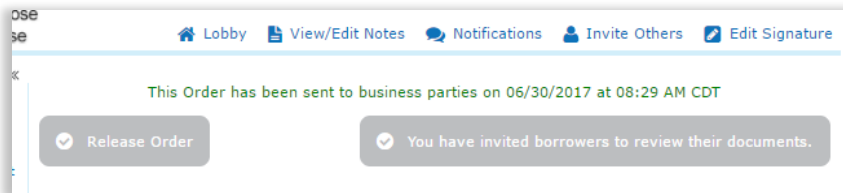
1. In the Digital Close Enterprise Order Lobby, click on the Order to be sent to Borrower(s).



2. Make sure all document configurations are completed correctly and click on the "Invite Borrowers to Pre-Closing" button.



Once confirmed, the button will gray out and Borrower(s) will be invited to the Order by email invitation.



Note: Any documents added or edited, after the Borrower(s) has already reviewed and accepted, will not batch sign and will need a manual digital signature at closing.

Contact Pavaso

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Hours: 7 AM – 8 PM CST, Monday-Friday