## Closing the Order

Once all the Closing Agent tasks have been have been completed, the “Close Order” button on the upper left corner of the screen will become enabled.

- Click on the “Close Order” button.
- If the “Closed Button” button is grayed out or not enabled, then there are still tasks remaining.  Repeat step 16 in Section 7: Closing Agent Access to verify what documents need to be completed.
- Once the Order has been closed, a confirmation pop-up will appear.  Click on the “Continue” button.

The Order status will then change to Closed and a notification email is sent to all parties confirming the Order has closed.

## Viewing a Closed Order

The Order will open on the Post Closing phase which will show the following three sub-sections under Documents.

Audit Log:
This sub-section contains log report containing a detailed record of all digital tasks and Order activity.

- Click on the “Audit Report” link to open.

Complete Package:
This sub-section contains a PDF file of all the signed and completed documents.

- Click on the “Bundle of all Documents” link to open.

Order Documents:
This sub-section contains a list of all the individual documents in the Order.

- Click on each link to open a PDF of that particular document.

Note: You can also use the Download icon to download a copy or the print button to print any of the links.