

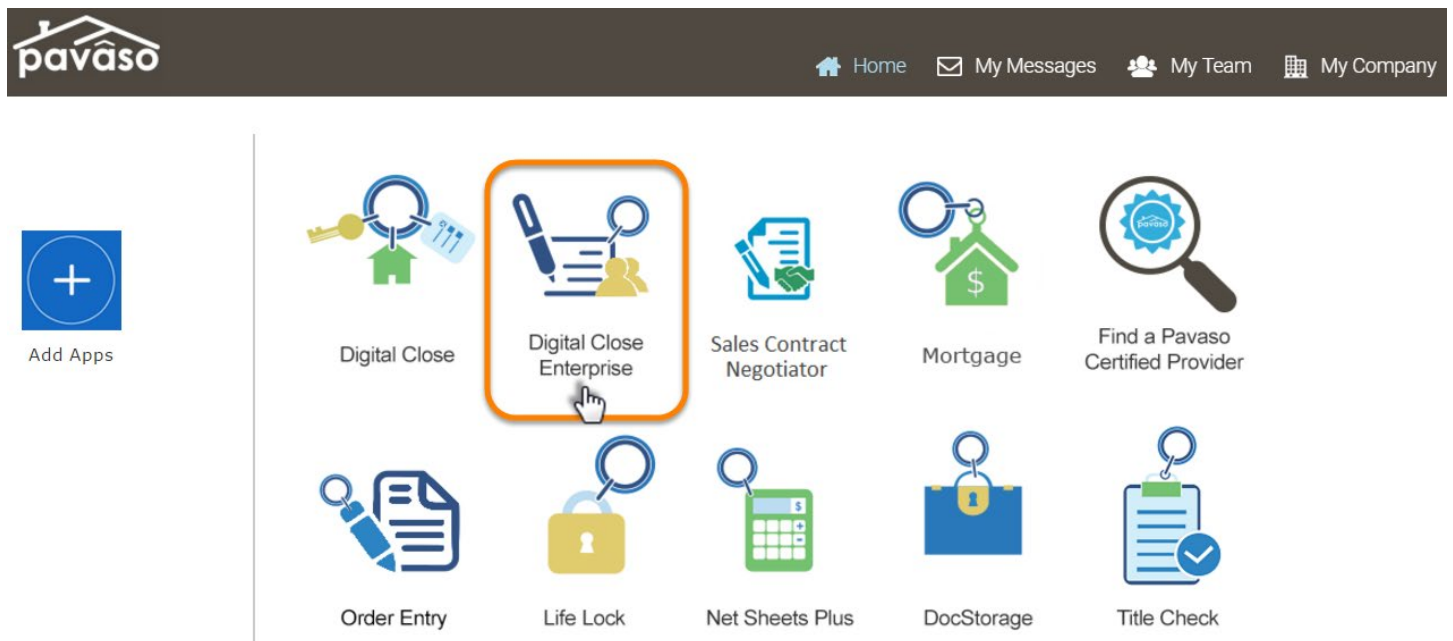


Before the Order is ready to close, a Notary must be assigned to the Order.

Step 1 – Accessing the *Edit Order Details* Screen

Once signed into your account on Pavaso.com, your Dashboard will appear on the screen.

- Click on the Digital Close Enterprise application icon.



- Enter your six-digit PIN.



- Find and click on the Order to open.

En System

Digital Close Enterprise Lobby Create Order Notifications Admin

Order Lobby

Select an Order below to view the details

training

Order Number	Loan Number	Borrower	Seller	Property	Closing Date	Status
Training101	Trainin...	Pavaso Buyer		1234 Guide St, Trainer Town, TX 12345	5/3/2016 11:07:00 AM	Configuration Needed

Display 1 of 1 items

[View Archived Orders](#)



How To Assign a Notary

- On the top left corner of the screen, click on the "Edit" link underneath the property address.

The screenshot shows the Pavaso Digital Close Enterprise interface. At the top, there is a navigation bar with links for Home, My Messages, My Team, My Company, and Help. Below this is a secondary navigation bar with links for Lobby, View/Edit Notes, Notifications, Invite Others, and Edit Signature. The main content area is divided into two columns. The left column displays property information: 1234 Guide St, Trainer Town, TX 12345. Below the address are three buttons: Edit (highlighted with a red circle), Delete, and Export. Further down are fields for Order Number (Training101), Buyer (Pavaso Buyer), Seller, Sales Price (\$200,000.00), Total Loan Amount (\$200,000.00), and Closing Date (05/03/2016 11:07 AM). The right column features a warning banner: "This order is not completely configured!". Below this are three sections: Pre-Closing (with an Edit link), Documents (with a Document Review Status link and an Edit link), and Education (with an Edit link). The Documents section includes a table with columns for Reviewed, Accepted, and Date Due, and rows for Title Documents and Loan Documents.

Step 2 – Notary Selection

- Once the Edit Order Details screen is open, scroll down to the Closing Agent section.



Home My Messages My Team My Company Help

Digital Close Enterprise Lobby View/Edit Notes Notifications Invite Others Edit Signature

Back Save

Edit Order Details

Order Information

Order number (*)	State (*)	Order Template
Training101	Texas	
Order Open Date	Sales Price	
05/03/2016	\$200,000.00	
Closing Date (*)	Closing Time (*)	
05/03/2016	11:07 AM	
Closing Type	Signing Process for Consumer	
Digital Closing	Approve All, Sign Once	

Test Order?

In the bottom portion of the Closing Agent section, you will see “Is this Closer the Notary for this Order.”

Notary Options:

- Yes
- No
- Unknown Notary

A choice of “Yes” or “No” will give you a *Place of Notarization* pop-up. Use the drop down to select the state and click on the “OK” button to save.



The screenshot shows the Pavaso user interface for assigning a notary. At the top, there is a navigation bar with 'Home', 'My Messages', 'My Team', 'My Company', and 'Help'. Below this, a 'Closer for' dropdown is set to 'Both'. The 'Company' section has 'EZ Title' selected, and the 'Closer Email Address (*)' is 'bobcloser@mailinator.com'. A modal window titled 'Place of Notarization' is open, asking 'Where will the notarization take place?'. The 'State' dropdown is set to 'Texas' and is circled in red. The 'OK' button is also circled in orange. Below the modal, there are radio buttons for 'Is this Closer the Notary for this Order?' with options 'Yes', 'No (Please fill in the Notary details below)', and 'Unknown Notary'. An 'Add another Closer' button is at the bottom right.

No Option:

If no is selected, you will see additional Notary information fields after choosing the place of notarization.

- Enter the Notary's email address. If the rest of the information fields auto-populate, then the Notary entered already has a Pavaso account. If it does not, you will need to keep filling out his or her information in the fields. Once the changes are saved, the Notary will receive an invitation email to join Pavaso.



Is this Closer the Notary for this Order?

- Yes
 No (Please fill in the Notary details below)
 Unknown Notary

State of Notarization: Alabama [Edit](#)

Notary Email Address (*) <input type="text"/>	Notary First Name <input type="text"/>	Notary Last Name <input type="text"/>
Cell Phone <input type="text"/>	Street Address <input type="text"/>	City <input type="text"/>
Zip Code <input type="text"/>	State (Please select an item) <input type="text"/>	

[Add another Closer](#)

Note: If the Notary does not already have a Pavaso account, the company administrator will need to set him or her up as a User under the company afterwards. Once signed up, this Notary will also need to register as a Pavaso e-Notary under his or her account.

Click here to see
Click here to see

Unknown Option:


- The default selection is always set to "Unknown."

Notary Validation Result Pop-Up

The *Notary Validation Result* pop-up is a warning message advising that the entered Notary is not a registered Pavaso e-Notary. If you proceed, make sure the Notary completes the e-Notary online registration in his or her account to avoid wet-notarizing during closing.



Notary Validation Result ✕

 **Warning**

The Notary that you have assigned to this Order is not a registered Pavaso eNotary. This will restrict the Notary from electronically notarizing any documents that require such act. If you choose to proceed with the assigned Notary, they will be asked to print out any documents requiring notarization when they are conducting the Digital Closing.

Proceed with Assigned Notary **Cancel**



Remember to scroll back to the top of the page to "Save" any changes.

Home My Messages My Team My Company Help

En System

Digital Close Enterprise

Lobby View/Edit Notes Notifications Invite Others Edit Signature

»

[Back](#) [Save](#)

Edit Order Details

Order Information

Order number (*) Training101	State (*) Texas	Order Template
Order Open Date 05/03/2016	Sales Price \$200,000.00	
Closing Date (*) 05/03/2016	Closing Time (*) 11:07 AM	
Closing Type Digital Closing	Signing Process for Consumer Approve All, Sign Once	

Test Order?