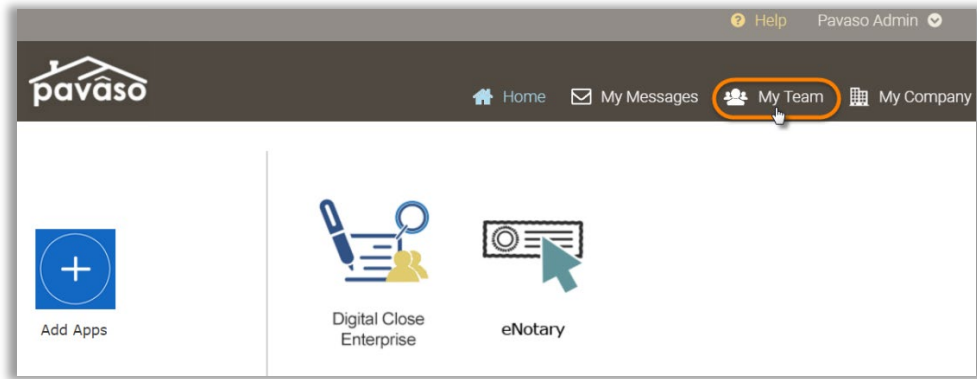




The **My Team** functionality allows you to view and communicate internally with all the stakeholders involved with all the orders you are associated with.

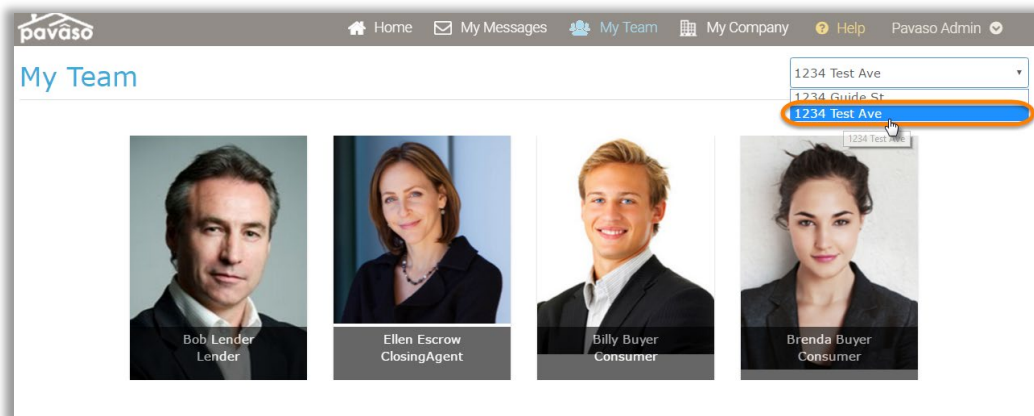
This link redirects you to the **My Team** screen.



Sending a Message

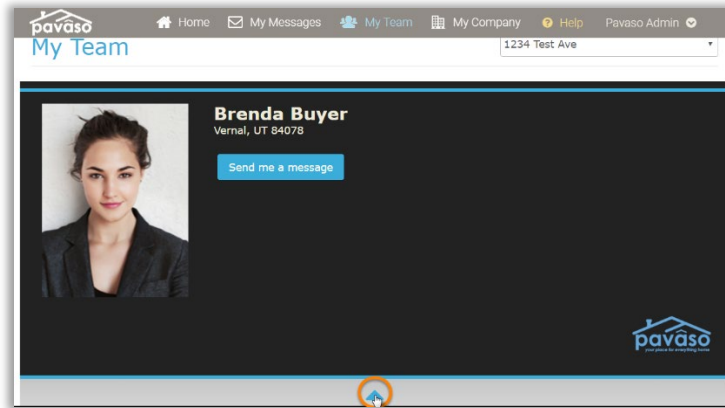
The My Team functionality is organized by property address.

Use the search box drop-down to select a property address. The team associated with this property will be displayed.



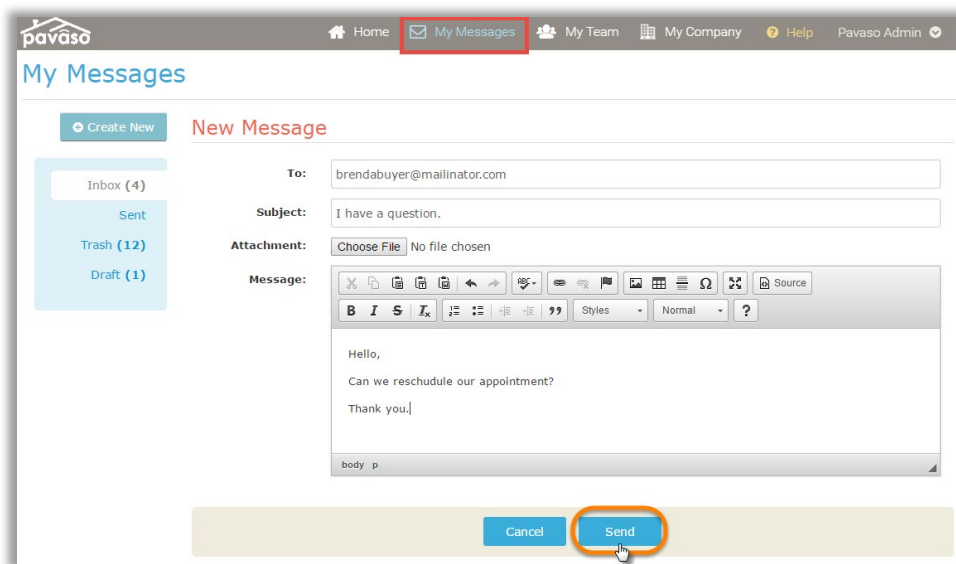


Click on a team member's image and the **Send me a message** button to interact with that member. Click on the triangle, at the bottom, to go back at any time.



When you click on the **Send me a message** button, you will be redirected to the **My Messages** functionality to send a secure internal message to the team member you've selected. They will receive a notification to their email to log in into their Pavaso account and see your message.

When finished composing the message, click on the **Send** button.



Pavaso Support

Business Hours: Monday – Friday 7:00 am – 8:00 pm CST

Email: support@pavaso.com

Phone/ Closing Hotline: (866) 288-7051, Option 3

24/7 Online Help Library: Log into your Pavaso account and click on **Help** next to your name.