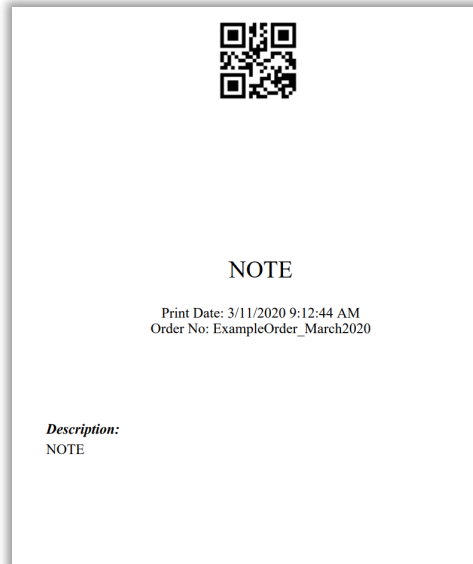




All documents designated for wet signature printed from Pavaso print with a corresponding QR code cover page. Wet sign documents must be printed and imported for the order to move to the Closed status.

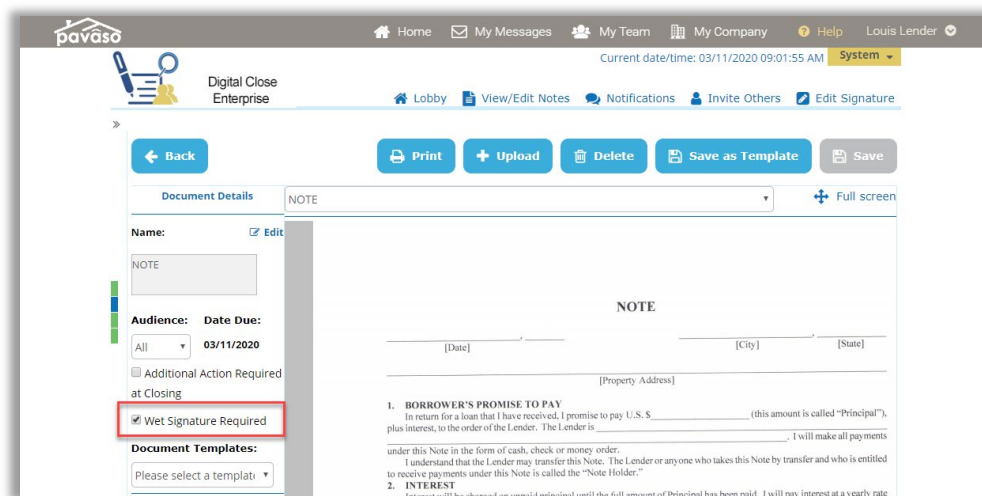


Mark a Document for Wet Signature

Documents can be designated for wet signature in two places:

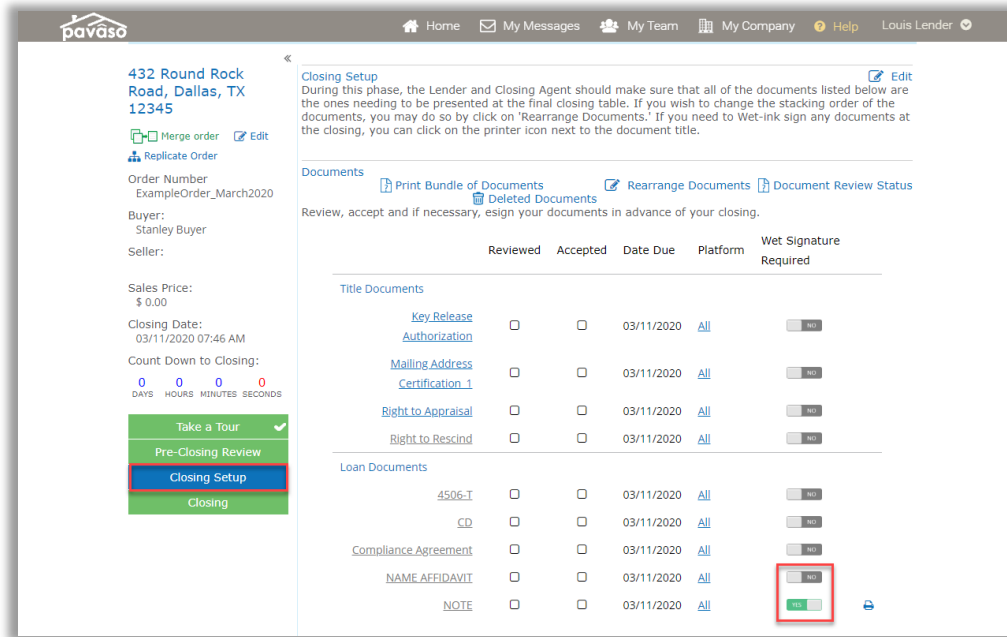
1. Edit mode
2. Closing Setup

The **Wet Signature Required** checkbox must be selected to require a document be printed for wet signature. Select **Save** after making this selection.





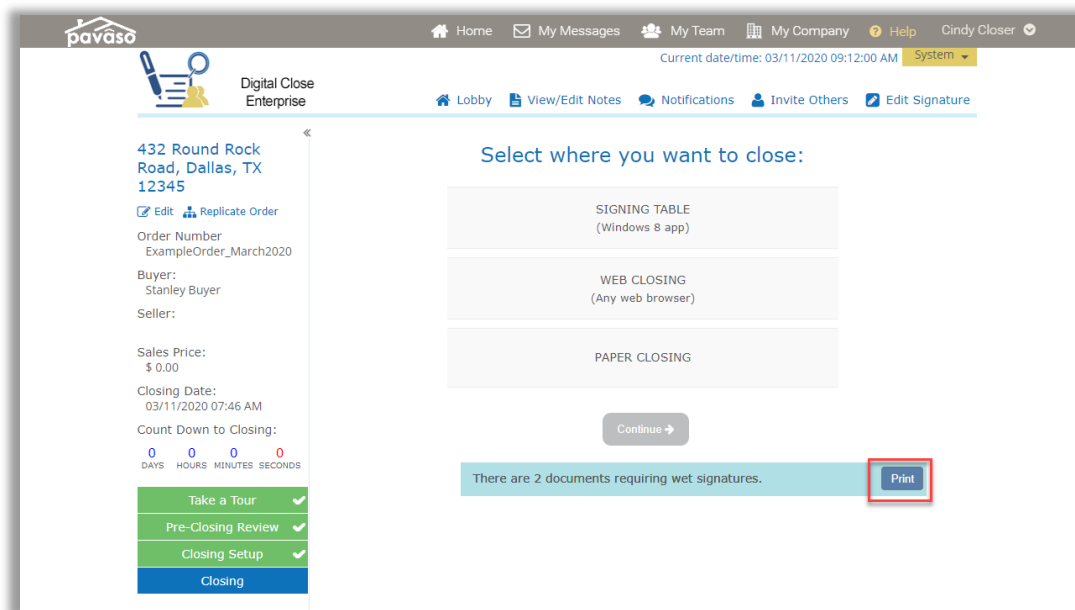
Within Closing Setup, the **No/Yes** toggle will designate a document requiring wet signature.



Print from Closing Screen

Note: An order must be in Pending Closing status to see the below screen.

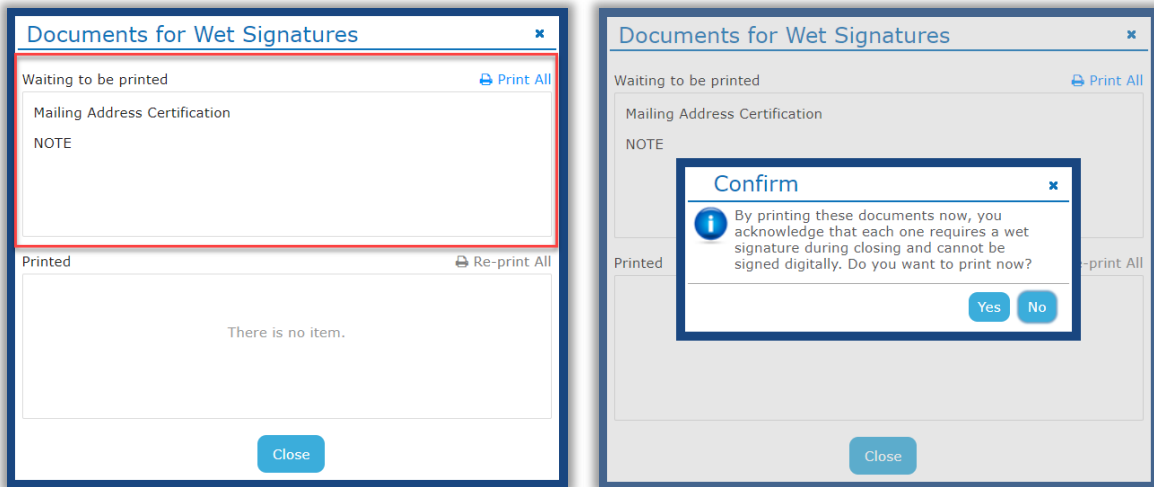
From inside the order, select the **Print** button.





Printing Wet Sign Documents

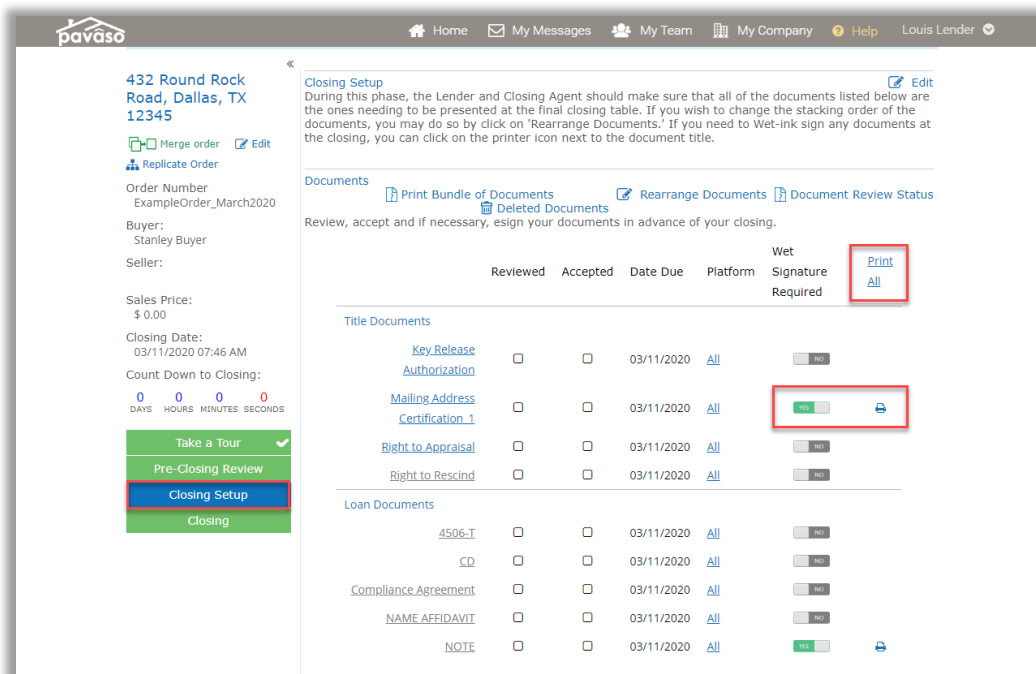
A pop up appears listing all documents requiring wet signature. Select **Print All** to print all documents in the **Waiting to be printed** section. Confirm these documents should be printed for wet signature. Once these documents are printed, they cannot be converted back to a digital document.



Print from Closing Setup

From **Closing Setup**, select either the printer icon to print an individual document or the **Print All** link to print all documents marked for wet signature.

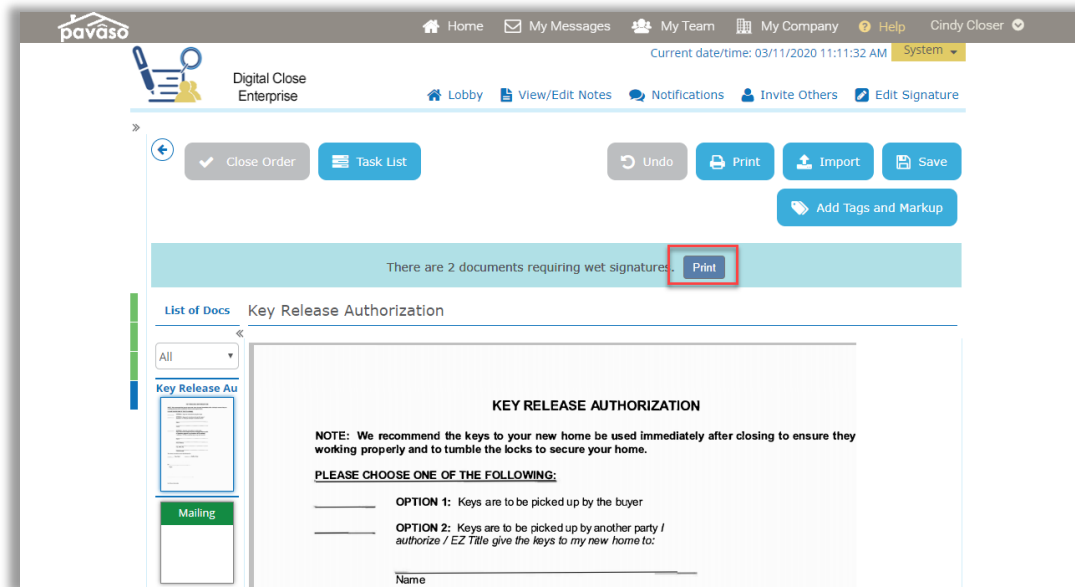
Note: Printing from the **Print All** link will print all documents marked for wet signature including documents previously printed for wet signature.





Print During Closing

If documents need to be printed during closing, select the **Print** button near the top of the screen.



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.