

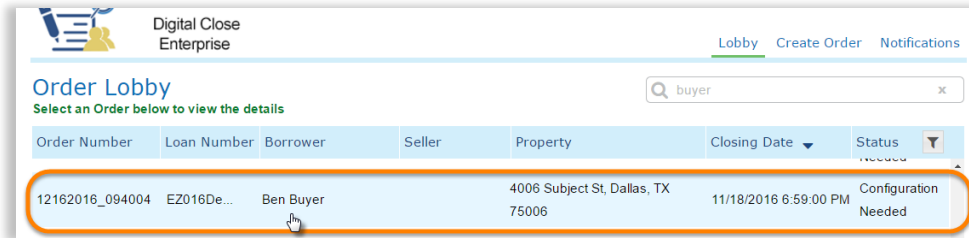
Release Order



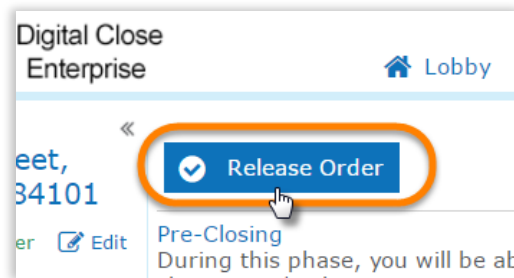
The “Release Order” button releases the Order from the Lender to the Title Closing Agent(s). It allows the Lender to make any necessary document configurations or modifications before making the Order available to the Title Closing Agent(s).

Releasing an Order

1. In the Digital Close Enterprise Lobby, click on the Order to be released.



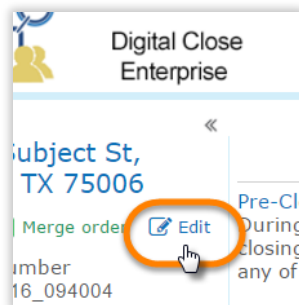
2. Make sure all document configurations are completed correctly and click on the “Release Order” button.



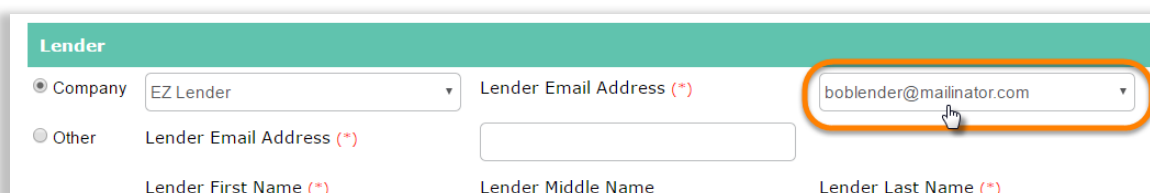
Note: If you do not see the “Release Order” button, it is because you are not the assigned Lender on the Order.

Changing the Assigned Lender

1. Click on the “Edit” link underneath the property address on the top left corner of your screen.



2. Scroll down to the Lender section, select your email address in the drop-down, and **save**.



You will now be able to release the Order.