



# Mobile Closings Quick Reference

*Without eNotary (Hybrid Closing)*

## Preparation for Mobile Closing

- Verify the hardware you are working with meets [minimum system requirements](#).
- You must have working Wi-Fi or Hot Spot accessibility. If you anticipate an issue with internet connectivity at your closing location, contact the Title Office for an alternate closing method.
- Sign in at [www.Pavaso.com](http://www.Pavaso.com) and verify the order you have been assigned is in **Pending Closing** status. If the order is not in **Pending Closing** status, contact the Title Office immediately.
- Contact the Title Office to determine how you will obtain the Wet Sign documents. (*Note:* You will need to physically carry the Wet Sign documents to your mobile closing appointment.)

## Steps to Complete at Mobile Closing

### 1. Log into Pavaso

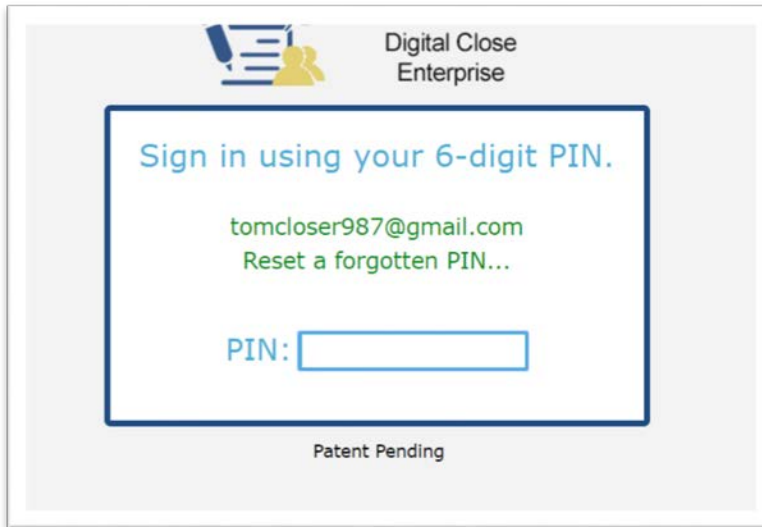
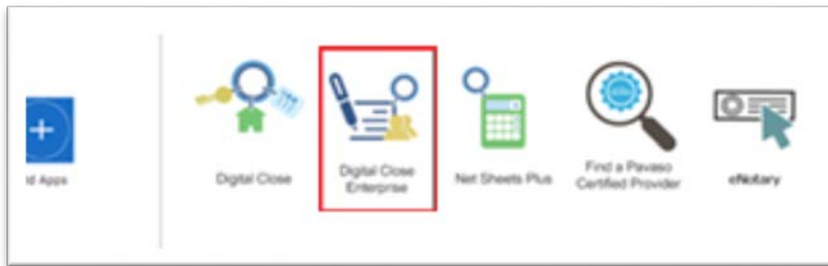
- Login [www.Pavaso.com](http://www.Pavaso.com)
- Open Digital Close Enterprise and enter your 6 Digit PIN

**Sign In**  
Sign in to the Pavaso platform using your username and password. If you previously signed up using only an email address, enter it as your username.

Username:   
Password:   
  Remember me [Forgot password?](#)

**Don't have an account?**  
Sign up for your account using the form below. Please note that all fields are required.

Username:   
Confirm Username:   
First name:   
Last name:   
Email:   
Confirm Email:   
Role:

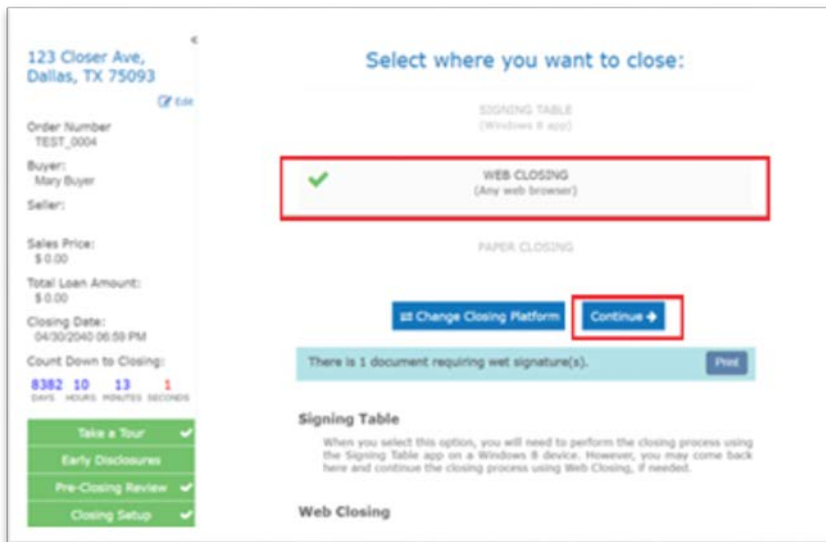


## 2. Select Order in Lobby

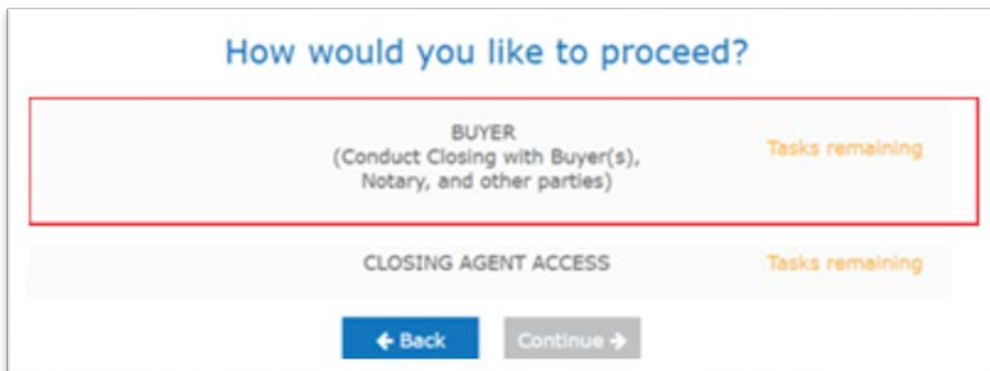
- Click on your assigned Order to open order.
- Verify Status = *Pending Closing* (*Note:* If the order is NOT in Pending Closing status, contact Title Office immediately.)

Order Number	Loan Number	Borrower	Seller	Property	Closing Date	Status
TEST_0003	TEST_0003	Mary Buyer		123 Closer Ave, Dallas, TX 75093	4/30/2040 6:59:00 PM	Closed
TEST_0004	TEST_0004	Mary Buyer		123 Closer Ave, Dallas, TX 75093	4/30/2040 6:59:00 PM	Pending Closing
TEST_0006	TEST_0006	Mary Buyer		123 Closer Ave, Dallas, TX 75093	4/30/2040 6:59:00 PM	Pending Review
TEST_0140	TEST_0140	Mary Buyer		123 Demo Ave, Demo, TX 79999	12/30/2017 6:59:00 PM	Pending Closing
TEST_0141	TEST_0141	Mary Buyer		123 Demo Ave, Demo, TX 79999	12/30/2017 6:59:00 PM	Pending Closing
TEST_0142	TEST_0142	Mary Buyer		123 Demo Ave, Demo, TX 79999	12/30/2017 6:59:00 PM	Pending Review

### 3. Select Web Closing and Click "Continue"



- Click on **BUYER (Conduct Closing with Buyer(s), Notary, and other parties)** and click continue



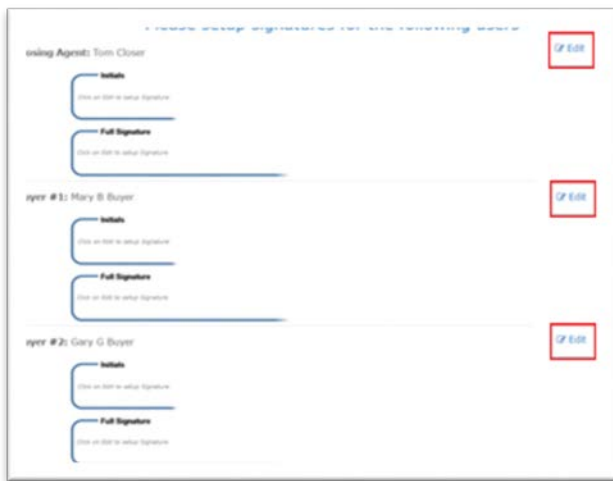
### 4. Borrower(s) confirm their presence

- Borrower(s) enter 6 Digit PIN

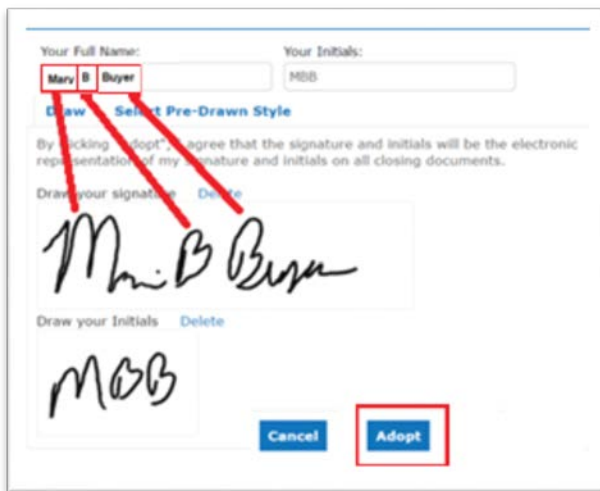


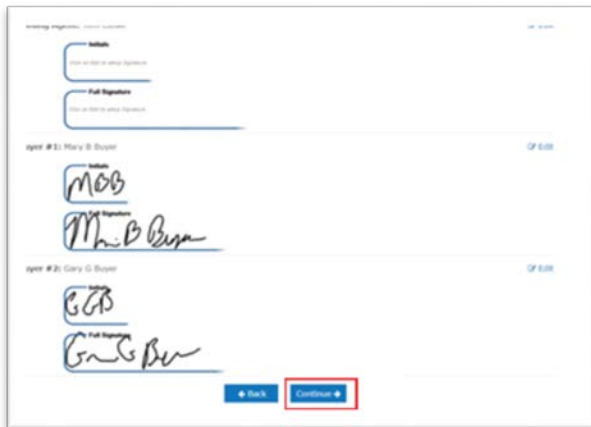
## 5. Draw and Save Signatures

- Select **Edit** on far right of page and sign using finger, stylus, or mouse



- As in a paper closing, the borrower(s) must sign EXACTLY as their name appears on the loan documents and the top of the Pavaso screen.
- Click **Adopt** to save signature.





### 6. Click "Start Closing"

- Informational Task List shows actions needed to complete; Click "Start Closing"



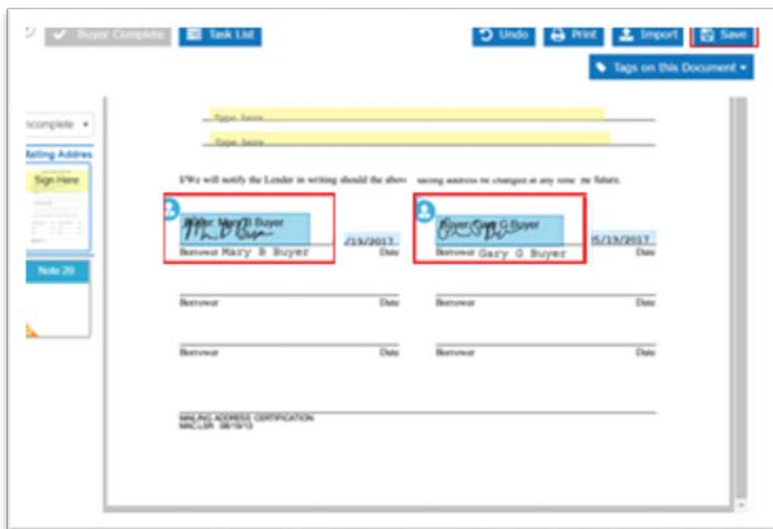
### 7. Identify Remaining Digital Tasks

- Choose **Incomplete** from the drop-down menu under **List of Docs**
- Click on the first document thumbnail on the list



## 8. Complete Remaining Digital Tasks

- Scroll through document to find signature and text tags to be completed
- The Borrower(s) should click to sign on the blue signature boxes and add text to the yellow text boxes (as needed)
- Click on Save at the top of the screen



## 9. Buyer Complete

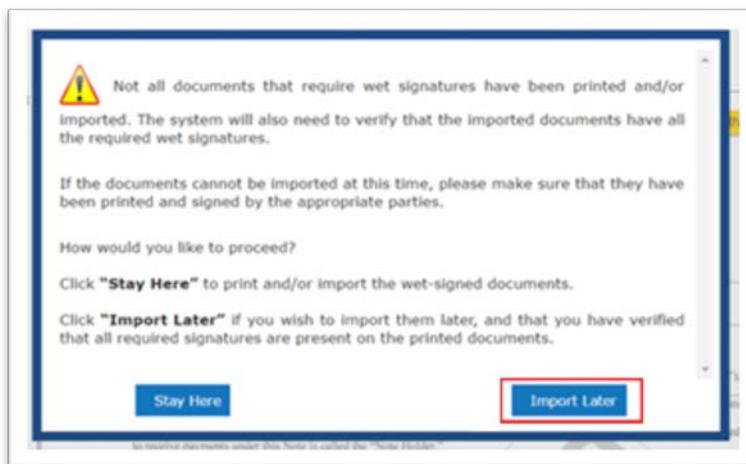
- The Buyer Complete button at top left will become Green/Live when all actions are complete
- Click Buyer Complete when applicable





## 10. Import Later

- Popup will remind you to have wet ink sign documents signed and to Import documents.
- **DO NOT IMPORT DOCUMENTS** - the Title Office/Closing Agent imports documents, click "Import Later"



## 11. Return Wet Ink Signed Documents as soon as possible per Title Office/Closing Agent specific rules

- Funding Review cannot start until Title Office/Closing has received the wet signed documents

## Pavaso Support

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

**Email:** [support@pavaso.com](mailto:support@pavaso.com)

**Phone/Closing Hotline:** (866) 288-7051, Option 3, 24/7

**Online Help:** Log into your Pavaso account and click on "Help"