



Assign a Closing Agent

Before the Order is ready to close, a Closing Agent must be assigned to the order.

Note: If the Closing Agent is not assigned, he or she will not be able to see the order in their Order Lobby.

Under Order Details, fill out the required information under the **Closer tab**. If another closer is needed, select **Add Another Closer**.

Closer 1

Update User Details

☒ Company

Company

Closer Email Address (*)

Username

Stargazer Title

jeanlucpicard@mailinator.com

jeanlucpicard@mailinator.com

☐ Other

Closer Email Address (*)

First Name (*)

Middle Name

Last Name (*)

Jean-Luc

Picard

Street Address

City

Cell Phone

asdfd Street

City

(555) 555-5555

Zip Code

State

85555

Texas

Is this Closer the Notary for this Order?

☐ Yes

☐ No (Please fill in the Notary details below)

☒ Unknown Notary

Add another Closer



From within the order, select **Edit**. Follow the steps above.

1123 Street, City, TX
55185

Edit

Replicate Order

ORDER NUMBER:
pushtopendingclosing1234

COMPANY:
Stargazer Title

BUYER:
Wil Riker

SELLER:

SALES PRICE:
\$ 0.00

CLOSING DATE:
08/17/2023 05:00 PM
Mountain

COUNT DOWN TO CLOSING:

0

0

0

0

DAYS HOURS MINUTES SECONDS

Take a Tour ✓

Pre-Closing Review ✓

Closing Setup ✓

Closing

Pavaso Support

Support Hours: <https://pavaso.com/contact/>

Phone/ Closing Hotline: (866) 288-7051

Email: support@pavaso.com

[View Our 24/7 Online Help Library](#)