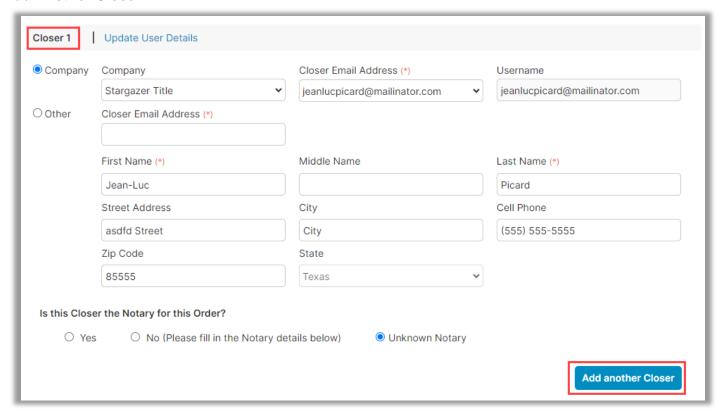


Assign a Closing Agent

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

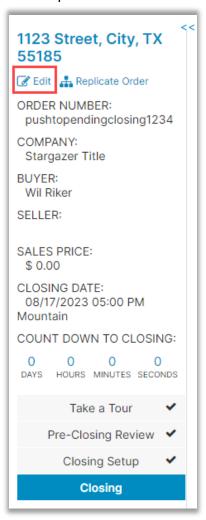
Note: If the Closing Agent is not assigned, he or she will not be able to see the order in their Order Lobby.

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





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



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