

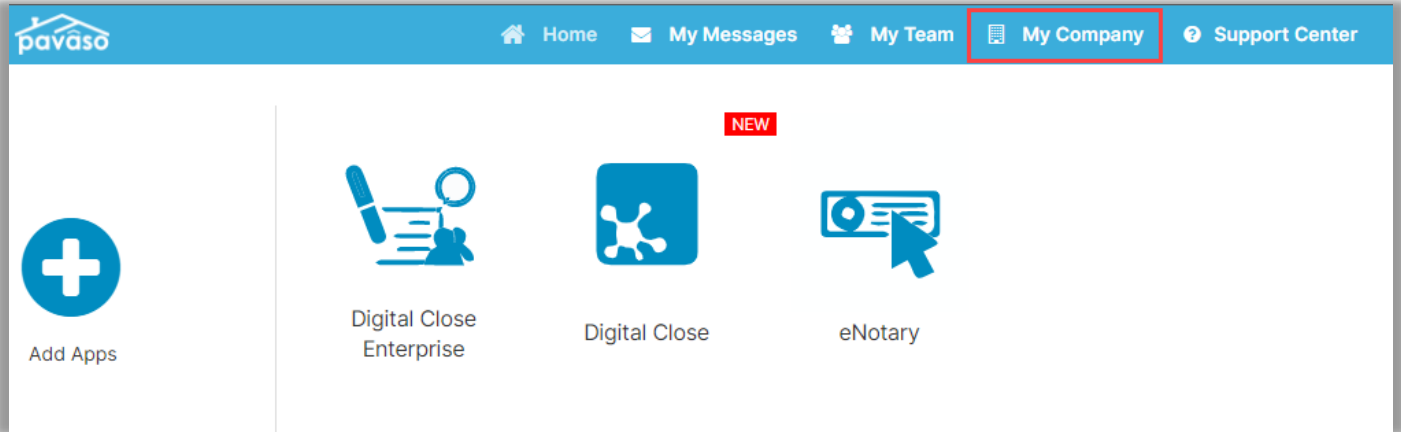


My Company – Adding a Branch

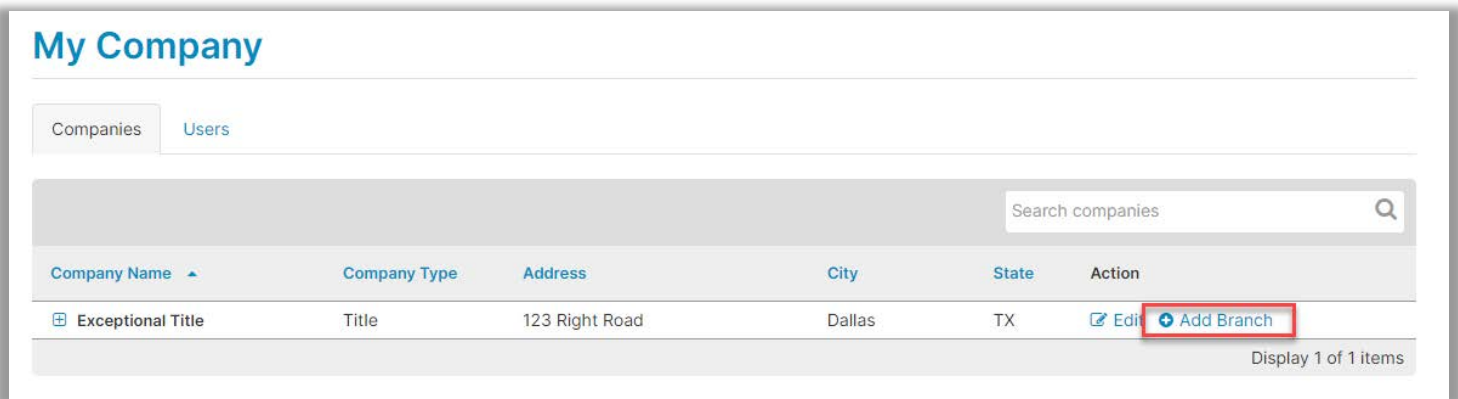
Log in to your Pavaso account.

Select **My Company**.

Note: Only available to Company Administrators.



Select **Add Branch**.





Fill out the Branch information, then Select **Save**.

General Information

Users

Partners

Branches

Pre-Close Setup

Message Configuration

Configuration

Closing Methods

Company Configuration

Notary Maintenance

Report Configuration

Branding Settings

Basic Information



Add Logo

* Company Name

Exceptional Title

Party Role Identifier

Company Type

Title

External ID

Status

Active

* Company ID

6046

Contact Information

Phone

Fax

Website

Email

Company Admin

bhaas@pavaso.com

Mailing Address

* Address 1

123 Right Road

* City

Dallas

Address 2

State

TX

* Zip Code

56456

Cancel

Save

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](#)