

Log in to your Pavaso account. Select **My Company.**

Note: Only available to Company Administrators.

pavâso	*	Home 🛛 My Messages	😁 My Team	🔲 My Company	 Support Center
		NEW			
		X			
	Digital Close	Digital Close	eNotary		
Add Apps	Enterprise				

Select Add Branch.

Companies Users						
				Search	n companies	C
Company Name 🔺	Company Type	Address	City	State	Action	
Exceptional Title	Title	123 Right Road	Dallas	тх	Edit O Add Branch	



Fill out the Branch information, then Select Save.

⊙	Basic Inform	ation				
General Information		* Company Name	Exceptiona	Il Title	Status	Active 🗸
Users		Party Role Identifier			* Company ID	6046
Partners						0040
Branches	Add Logo	Company Type	Title	~		
Pre-Close Setup		External ID				
Message Configuration						
Configuration	Contact Information					
Closing Methods	Phone			Fax		
Company Configuration	. Hollo					
Notary Maintenance	Website			Email		
Report Configuration	Company Admin	bhaas@pavaso.co	im			
Branding Settings	Mailing Add	ress				
	* Address 1	123 Right Road		* City	Dallas	
	Address 2			State	TX 🗸 Žip Co	de 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