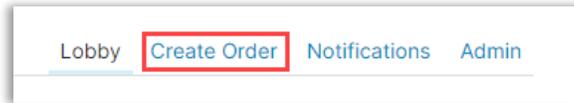




Log into Pavaso and select **Digital Close Enterprise**.

Select **Create Order**.

Note: If you do not see this option, contact your company administrator.



Fill out the order information.

*Note: * is a required field.*

- **Closing Type** – Select Digital or Paper

Note: Selecting a paper signing cannot be changed and all documents must be printed and imported back to the order.

- **Signing Process** for Consumer – Approve All, Sign Once allows all documents to be signed at once. Sign Each requires each document to be signed individually.
- **Private Order** - Indicates that only parties listed can access the order.
- **Test Order** – Makes this order a Test Order that will not send out communications.

Order Information		
Order number (*)	State (*)	Order Template
<input type="text"/>	(Please select an item) ▼	(Please select an item) ▼
Closing Date (*)	Closing Time (*)	Sales Price
12/02/2022	01:23 PM UTC-7 MS' ▼	<input type="text"/>
Closing Type	Signing Process for Consumer	
Digital Closing ▼	Approve All, Sign Once ▼	
<input type="checkbox"/> Test Order	<input type="checkbox"/> Private Order	

Note: If you are setting up a RON order, the RON option will appear after your state is entered. If you do not see RON listed, contact your Company Administrator.

Digital Closing Method

(Please select an item) ▼

(Please select an item)

(RON) Remote Closing and Video eNotary



Fill out loan information.

Loan Information		Loan Type
(Please select an item) ▼		
Loan Number	Base Loan Amount	Note Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
Loan Term (Year(s))	Loan Program	Monthly Payment
<input type="text"/>	(Please select an item) ▼	<input type="text"/>
Interest Rate	Down Payment	
<input type="text"/>	<input type="text"/>	

Fill out property information.

Property		
Street Address (*)		
<input type="text"/>		
City (*)	State (*)	Zip Code (*)
<input type="text"/>	(Please select an item) ▼	<input type="text"/>
Property Type	Tax ID	County
(Please select an item) ▼	<input type="text"/>	<input type="text"/>
Legal Description		
<input type="text"/>		



Fill out Buyer Information.

A. Select **Add another Buyer** for multiple Buyers.

Buyer This is a company, LLC, or group account

Email Address	Username	
<input type="text"/>	<input type="text"/>	
Buyer First Name	Buyer Middle Name	Buyer Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Buyer Suffix Name	Cell Phone	Street Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip Code
<input type="text"/>	(Please select an item) <input type="text"/>	<input type="text"/>
International Phone Number		
+1-United: <input type="text"/>	<input type="text"/>	<input type="text"/>

A Add another Buyer

*Note: If you check this is a company, LLC or group account, fill out the information required and Select **Save**.*

Fill out Seller Information.

A. Select **Add another Seller** for multiple Sellers.

Seller This is a company, LLC, or group account

Email Address	Username	
<input type="text"/>	<input type="text"/>	
Seller First Name	Seller Middle Name	Seller Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Seller Suffix Name	Cell Phone	Street Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip Code
<input type="text"/>	(Please select an item) <input type="text"/>	<input type="text"/>
International Phone Number		
+1-United: <input type="text"/>	<input type="text"/>	<input type="text"/>

A Add another Seller

*Note: If you check this is a company, LLC or group account, fill out the information required and select **Save**. This option is not available for RON signings.*



Fill out Closer Information.

A. Select **Add another Closer** for multiple Closers.

B. Is this Closer the Notary for this Order?

- Yes – If the Closer is a current Pavaso eNotary, you will see a “**Place of Notarization**” pop-up.
- No – This option will ask the “place of notarization” and will require additional eNotary information as well.
- • Unknown Notary or Alternate Platform – Use this option if the enotary is unknown or if the notarization will be done through with Docverify.

Closer

Company Company (Please select an item) Closer Email Address (*) (Please select an item) Username

Other Closer Email Address (*)

First Name (*) Middle Name Last Name (*)

Street Address City Cell Phone

Zip Code State (Please select an item)

Is this Closer the Notary for this Order?

Yes No (Please fill in the Notary details below) Unknown Notary

A Add another Closer

Fill out lender information.

Lender

Company Company (Please select an item) Lender Email Address (Please select an item) Username

Other Lender Email Address

Lender First Name Lender Middle Name Lender Last Name

Street Address City Cell Phone

Zip Code State (Please select an item)



Fill out any additional party information.

A. Select **Add another Party** for multiple Parties.

Additional Party

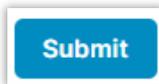
As Role (Please select an item) | Email Address | Username

(Please select an item) | Middle Name | Last Name

Co-signer
Loan Officer
Title Holder
SPOUSE
Loan Originator
Appraiser Test
Contractor
Loan Processor
Attorney
Lien Holder
Auto Holder
Real Estate Broker

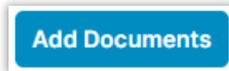
Add another Party

Once finished, Select **Submit**.



Note: Once Add Documents is selected, please see [Adding a Document to an Order](#) for further steps.

To add Documents, Select **Add Documents**.



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](#)