



Document Review Status

The Document List will show the Reviewed and Accepted column. This indicates which documents have been reviewed and accepted by each Signer.

- A **black** check mark indicates all Signers have reviewed or accepted a document.
- An **orange** check mark indicates at least one Signer has reviewed or accepted a document.

Select the **Document Review Status** to view the status of each Signer's review and approval of each document.

Note: This information can also be found in the Closing Setup phase.

The screenshot shows the Pavaso Digital Close Enterprise interface. On the left, there is a sidebar with property details for 1123 Street, City, TX 55185, including order number, company, buyer, seller, sales price, and closing date. A 'Closing Review' button is highlighted in blue. The main area shows a 'Closing' section with an 'Edit' link. Below that is a 'Documents' section with a 'Document Review Status' link highlighted in a red box. A table lists documents with 'Reviewed' and 'Accepted' columns. The 'Reviewed' column contains black checkmarks for '4506-T', 'Compliance Agreement', and 'NAME AFFIDAVIT - Riker', and an orange checkmark for 'Right to Rescind - Riker'. The 'Accepted' column contains black checkmarks for '4506-T' and 'Compliance Agreement', and empty boxes for 'NAME AFFIDAVIT - Riker' and 'Right to Rescind - Riker'. Below the table are sections for 'Loan Documents' and 'Education'.

	Reviewed	Accepted	Date Due	Added By
Title Documents				
4506-T	☑	☑	08/15/2023	Stargazer Title
Compliance Agreement	☑	☑	08/15/2023	Stargazer Title
NAME AFFIDAVIT - Riker	☑	☐	08/15/2023	Stargazer Title
Right to Rescind - Riker	☐	☐	08/15/2023	Stargazer Title
Loan Documents				
Education				



Document Review and Account Creation Status

Example of orange check marks

Title Documents							
4506-T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2023	Stargazer Title			
Compliance Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2023	Stargazer Title			
NAME AFFIDAVIT - Riker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/15/2023	Stargazer Title			
Right to Rescind - Riker	<input type="checkbox"/>	<input type="checkbox"/>	08/15/2023	Stargazer Title			

Select all, or any specific user to check the document status.

Document Review Status ✕

Choose User:

- All
- Wil Riker
- Tom Paris

Completed by all At least 1 has completed

	Reviewed	Accepted	Date Due
4506-T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2023
Compliance Agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2023
NAME AFFIDAVIT - Riker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/15/2023
Right to Rescind - Riker	<input type="checkbox"/>	<input type="checkbox"/>	08/15/2023



Account Creation Status

Before an order is in Pending Closing status, the Signer account status can be found under the **Closing** phase. As the Signer progresses through the required steps, each checkmark will complete. Once the order is in Pending Closing, this information will no longer be visible from the Closing tab. It will always be available under Closing Review or Closing Setup.

The screenshot shows the 'Digital Close Enterprise' interface. On the left, there is a sidebar with order details for '1123 Street, City, TX 55185'. The main content area displays a message: 'This order is still in the Pre-Closing phase. Your Closing will not be available to start until the Configuration and Pre-Closing Review have been completed.' Below this, there is a 'Consumer Status' section with a link to 'Document Review Status'. A table shows the status for two buyers: Wil Riker and Tom Paris. The table has three columns: 'Created account', 'Started Review', and 'Ready to close'. Wil Riker has checkmarks in the first two columns, while Tom Paris has a checkmark in the first column. The 'Ready to close' column is empty for both.

	Created account	Started Review	Ready to close
Buyer			
Wil Riker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Paris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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](#)