



**Note: This function is only available to Administrators.**

To correct user information within Order Details, select **Edit** from within the order.

The screenshot shows the Pavaso Digital Close Enterprise interface. The top navigation bar includes Home, My Messages, My Team, My Company, Support Center, and Candy Closer. The current date/time is 08/15/2024 09:22:46 AM. The order details for 852 Heart Lane, Dallas, TX 12345 are displayed. The 'Edit' button is highlighted with a red box. The interface includes a 'Release Order' button, a 'Pre-Closing' section, a 'Documents' section, and an 'Education' section.

In this example, the Borrower's email, last name, and phone number are incorrect. To update these fields, select **Update User Details**.

The screenshot shows the 'Update User Details' form for Buyer 1. The form includes the following fields:

- Buyer 1 | **Update User Details** |  This is a company, LLC, or group account | [Remove this Buyer](#)
- Email Address: amyjohnson@mailinator.com
- Username: AmyJohnson08152024162210457
- Buyer First Name (\*): Amy
- Buyer Middle Name:
- Buyer Last Name (\*): Johnson
- Buyer Suffix Name:
- Cell Phone: (815) 254-2956
- Street Address (\*): 123 Home Highway
- City (\*): Dallas
- State (\*): Texas
- Zip Code (\*): 12345
- International Phone Number: +1-United: [ ] [ ]



## Edit User Information in Order Details

The Borrower's last name is missing a J in both their last name and email. The last two digits of their phone number are incorrect. Make any corrections needed and select **Save**.

### Update User Details

Current Email Address	New Email Address	
<input type="text" value="amyjohnson@mailinator.com"/>	<input type="text" value="amyjohnston@mailinator.com"/>	
First Name (*)	Middle Name	Last Name (*)
<input type="text" value="Amy"/>	<input type="text"/>	<input type="text" value="Johnston"/>
Suffix Name	Cell Phone <span style="color:red">!</span>	Street Address (*)
<input type="text"/>	<input type="text" value="(815) 254-2943"/>	<input type="text" value="123 Home Highway"/>
City (*)	State (*)	Zip Code (*)
<input type="text" value="Dallas"/>	<input type="text" value="Texas"/>	<input type="text" value="12345"/>

The Borrower's information will update in these fields.

Buyer 1 | Update User Details  This is a company, LLC, or group account [Remove this Buyer](#)

Email Address	Username	
<input type="text" value="amyjohnston@mailinator.com"/>	<input type="text" value="AmyJohnson08152024162210457"/>	
Buyer First Name (*)	Buyer Middle Name	Buyer Last Name (*)
<input type="text" value="Amy"/>	<input type="text"/>	<input type="text" value="Johnston"/>
Buyer Suffix Name	Cell Phone	Street Address (*)
<input type="text"/>	<input type="text" value="(815) 254-2943"/>	<input type="text" value="123 Home Highway"/>
City (*)	State (*)	Zip Code (*)
<input type="text" value="Dallas"/>	<input type="text" value="Texas"/>	<input type="text" value="12345"/>
International Phone Number		
+1-United : <input type="text"/>	<input type="text"/>	

**Important:** You will need to resend the invitation email to the new email address. If you do not see the **Resend Invitation** link, make sure the Borrower(s) have been invited to the order.

Buyer 1 |  | Update User Details  This is a company, LLC, or group account [Remove this Buyer](#)

Email Address	Username	
<input type="text" value="amyjohnston@mailinator.com"/>	<input type="text" value="AmyJohnson08152024162210457"/>	
Buyer First Name (*)	Buyer Middle Name	Buyer Last Name (*)
<input type="text" value="Amy"/>	<input type="text"/>	<input type="text" value="Johnston"/>
Buyer Suffix Name	Cell Phone	Street Address (*)
<input type="text"/>	<input type="text" value="(815) 254-2943"/>	<input type="text" value="123 Home Highway"/>
City (*)	State (*)	Zip Code (*)
<input type="text" value="Dallas"/>	<input type="text" value="Texas"/>	<input type="text" value="12345"/>
International Phone Number		
+1-United : <input type="text"/>	<input type="text"/>	



# Edit User Information in Order Details

The screenshot displays the Pavaso Digital Close Enterprise interface. At the top, there is a navigation bar with links for Home, My Messages, My Team, My Company, Support Center, and Candy Closer. The current date/time is 08/15/2024 09:35:30 AM. The main header includes the Pavaso logo, 'Digital Close Enterprise', and navigation links for Lobby, View/Edit Notes, Notifications, and Edit Signature.

The order details section shows the address: 852 Heart Lane, Dallas, TX 12345. There are two buttons: 'Release Order' and 'Invite Buyer(s) to Closing', the latter of which is highlighted with a red box. Below this, there are sections for 'Closing' (with an Edit link), 'Documents' (with links for Tag Assignments, Deleted Documents, Document Review Status, Upload, and Edit), and a table for 'Title Documents'.

	Reviewed	Accepted	Date Due	Added By
<b>Title Documents</b>				
Sample Document	<input type="checkbox"/>	<input type="checkbox"/>	08/15/2024	(Training) BH ...

Below the table is a section for 'Loan Documents'.

## Pavaso Support

**Support Hours:** <https://pavaso.com/contact/>

**Phone/ Closing Hotline:** (866) 288-7051

**Email:** [support@pavaso.com](mailto:support@pavaso.com)

[View Our 24/7 Online Help Library](#)