



Editing Order Details

Revised: 11/21/2023

Pavaso

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Editing Order Details

Whether an order has already been transmitted or manually created in Pavaso, you can edit an order's details within the Pavaso Order Lobby. Select the desired order to edit.

Current date/time: 11/22/2023 09:13:29 AM

Digital Close Enterprise

Lobby Create Order Notifications Admin

Order Lobby

Select an Order below to view the details

Display orders from: 8/24/2023 to: 11/22/2023

Show deleted orders

Search Criteria: Order Number

Open	Closed	ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED CLOSING DATE	ACTUAL CLOSING DATE	STATUS
		Testord...		Tom Paris		N/A	Stargazer Title	1123 Street, City, TX 55185	11/16/2023 11:42 AM Mountain		Pending Review

From the Order screen, select **Edit**.

1123 Street, City, TX 55185

ORDER NUMBER:
Testorder 12345

COMPANY:
Stargazer Title

BUYER:
Tom Paris

SELLER:

SALES PRICE:
\$ 0.00

CLOSING DATE:
11/16/2023 11:42 AM
Mountain

COUNT DOWN TO CLOSING:

0 0 0 0
DAYS HOURS MINUTES SECONDS

Order, Loan, and Property Information

Cancel **Save**

Edit Order Details

Order Information

Order number (*) Testorder 12345	State (*) Texas	Order Template
Order Open Date 11/16/2023	Sales Price 0.00	
Closing Date (*) 11/16/2023	Closing Time (*) 11:42 AM UTC-7 MST	
Closing Type Digital Closing	Signing Process for Consumer Approve All, Sign Once	Digital Closing Method (MDC) Multi-Device Closing
Underwriter (Please select an item)		

Test Order Private Order ?

Loan Information Loan Type: Purchase

Loan Number 65165161151	Base Loan Amount \$1,599,999	Note Amount
Loan Term (Year(s)) 30	Loan Program Conventional	Monthly Payment \$5,500
Interest Rate 2.75%	Down Payment \$50,000	

Property 1

Street Address (*) 1123 Street		
City (*) City	State (*) Texas	Zip Code (*) 55185
Property Type (Please select an item)	Tax ID	County
Legal Description		

Buyer and/or Seller

Edit, add or remove Buyer or Seller information.

A. **Update User Details:** Edits the current Buyer(s) or Seller(s) information.

Note: With an existing Buyer or Seller, an option for Update User Details will appear.

B. **Remove this Buyer or Seller:** Removes this Buyer(s) or Seller(s).

C. **Add another Buyer or Seller:** Adds additional Buyer(s) or Seller(s).

Email Address: When adding an additional Buyer/Seller's email address, you will see a user selection pop-up if a Pavaso account already exists so that you can select the user or create a new one using that same email address.

Note: You can remove this Buyer/Seller only while the order is in the Configuration Needed status.

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

Email Address Username

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

Buyer Suffix Name Cell Phone Street Address (*)

City (*) State (*) Zip Code (*)

International Phone Number

C [Add another Buyer](#)

Seller 1 This is a company, LLC, or group account

Email Address

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

Seller Suffix Name Cell Phone Street Address (*)

City (*) State (*) Zip Code (*)

International Phone Number

C [Add another Seller](#) **B** [Remove this Seller section](#)

Closer

- A. **Update User Details:** Edits the current Closer details.
- B. **Remove this Closer:** Removes the current Closer.
- C. **Add another Closer:** Adds additional Closer(s).
- D. **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 to confirm their credentials are active.
 - No – This option will ask the place of notarization and will require information for an eNotary.
 - Unknown Notary or Alternate Platform – Use this option if the eNotary is unknown or if no eNotarization will occur.

Notary Validation Result Pop-Up: If the Notary Validation Result pop-up appears, it means that the Notary entered is not registered as an eNotary through Pavaso. If you proceed, make sure the Notary completes the eNotary online registration in their account to avoid wet notarizing during closing.

Closer 1 | [Update User Details](#) **A** **B** [Remove this Closer](#)

Company Company: Closer Email Address (*): Username:

Other Closer Email Address (*):

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

Street Address: City: Cell Phone:

Zip Code: State:

Is this Closer the Notary for this Order? **D**

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

State of Notarization: Texas [Edit](#)

C [Add another Closer](#)

Lender

- A. **Update User Details:** Edits the current Lender on the order if information needs to be modified.
- B. **Company:** Use dropdown to select a different Lender company, if needed.
- C. **Other:** If a Lender user does not appear in the dropdown, enter a Lender email address, and fill out other information.

Lender | Update User Details **A**

Company **B** Company **B** Wessel Lending ▼ Lender Email Address pavelcheckov@mailinator.com ▼ Username pavelcheckov@mailinator.com

Other **C** Lender Email Address

Lender First Name Pavel Lender Middle Name Lender Last Name Checkov

Street Address City Cell Phone (555) 555-5555

Zip Code State (Please select an item) ▼

Additional Party

- A. **As Role:** Use the dropdown to select/edit the type of additional role.
- B. **Add another Party:** Select to add additional parties.
- C. **Email Address:** When adding an additional Buyer/Seller's email, address and phone fields will autofill if a Pavaso account already exists. If those fields do not autofill, a new user must be created with that address.

Note: For remote witnesses, the information in the address and phone number fields must be accurate for passing ID validation and security questions.

Additional Party

As Role A	Email Address (*)	Username
Witness	tomparis@mailinator.com	tomparis@mailinator.com
First Name (*)	Middle Name	Last Name (*)
Tom		Paris
Cell Phone	Street Address C	City
(555) 555-5555	1532 Street	City
State	Zip Code	
Texas	85555	

B [Add another Party](#)

Once finished with all edits / changes, select **Save**.

Save Order Details

[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](#)