



Printing and Importing Wet Sign Documents

Revised: 12/14/2023

Pavaso

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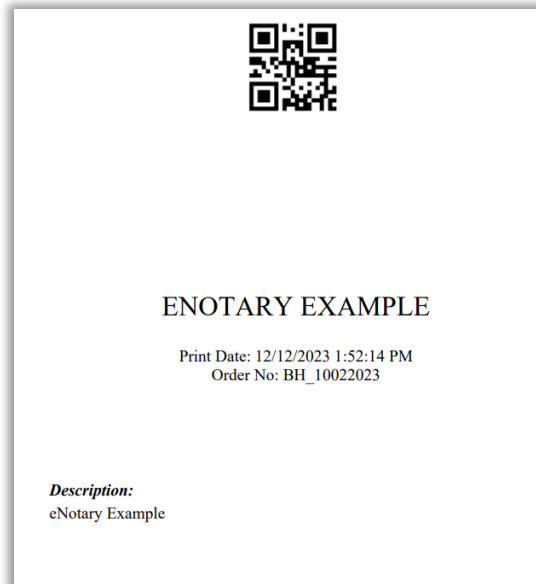
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QR Code Cover Sheet

All documents designated for wet signature printed from Pavaso print with a corresponding QR code cover page. Wet sign documents must be printed and imported for the order to move to the Closed status.



Mark a Document for Wet Signature

Edit Mode

In Edit Mode, select the **Wet Signature Required** checkbox to make this document a wet sign document.

The screenshot shows the 'Edit Mode' interface for a document titled 'eNotary Example'. The interface is divided into three main sections: a left sidebar, a top toolbar, and a central document area.

- Left Sidebar (Document Details):**
 - Name:** eNotary Example
 - Audience:** All
 - Date Due:** 10/02/2023
 - ☐ Additional Action Required at Closing
 - ☒ **Wet Signature Required (Hybrid Closing Only)** (This checkbox is highlighted with a red box in the original image)
 - Document Templates:** (Applied) eNotary Exam
 - Buttons:** Update Template, Tag for Signature, Tag for Initials, Tag for Education, Tag for Notary, Tag for Text
- Top Toolbar:** Includes buttons for 'Tags on this Document', 'Reassign Tags', 'Print', 'Upload', 'Delete', 'Save as Template', 'Expand Tag Info', and 'Save'. It also shows 'Current date/time: 12/12/2023 01:49:09 PM' and navigation links for 'Lobby', 'View/Edit Notes', 'Notifications', and 'Edit Signature'.
- Central Document Area:** Displays a 'SAMPLE DOCUMENT' with the following content:
 - 81 Stanley Buyer
 - Buyer Signature and Date
 - 8 Notary Signature
 - eNotary Signature
 - Notary Seal
 - eNotary Commission
 - Comm. Exp. Date
 - eNotary Expiration

Closing Setup

Within Closing Setup, select the **Yes/No** toggle will designate a document requiring wet signature. To print the document from this screen, select the individual printer icon or select **Print All**.



932 Left Lane, Dallas, TX 13444

[Edit](#) [Replicate Order](#)

ORDER NUMBER:
BH_10022023

COMPANY:
Magic Title (TEST)

BUYER:
Stanley Buyer

SELLER:

SALES PRICE:
\$ 0.00

CLOSING DATE:
10/02/2023 06:06 PM
Mountain

COUNT DOWN TO CLOSING:
0 0 0 0
DAYS HOURS MINUTES SECONDS

[Take a Tour](#) 

[Closing Review](#)

[Closing Setup](#)

[Closing](#)

Current date/time: 12/12/2023 01:48:45 PM

[Lobby](#) [View/Edit Notes](#) [Notifications](#) [Edit Signature](#)

[Closing Setup](#) [Edit](#)

During this phase, the Lender and your Title Company should make sure that all of the documents listed below are the ones needing to be presented at the final closing table. If you wish to change the stacking order of the documents, you may do so by clicking on 'Rearrange Documents.' If you need to Wet-ink sign any documents at the closing, you can click on the printer icon next to the document title.

[Documents](#)

[Rearrange Documents](#) [Print Bundle of Documents](#) [Document Review Status](#) [Upload](#) [Deleted Documents](#)

Review, accept and if necessary, eSign your documents in advance of your closing.

Title	Reviewed	Accepted	Date Due	Added By	Wet Signature Required (Hybrid Closing Only)	Print All
Example Document	☐	☐	10/02/2023	Magic Title (...)	☒	
eNotary Example	☐	☐	10/02/2023	Magic Title (...)	☒	
Right to Appraisal	☐	☐	10/02/2023	Magic Title (...)	☐	
Survey	☐	☐	10/02/2023	Magic Title (...)	☐	

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Printing Wet Sign Documents

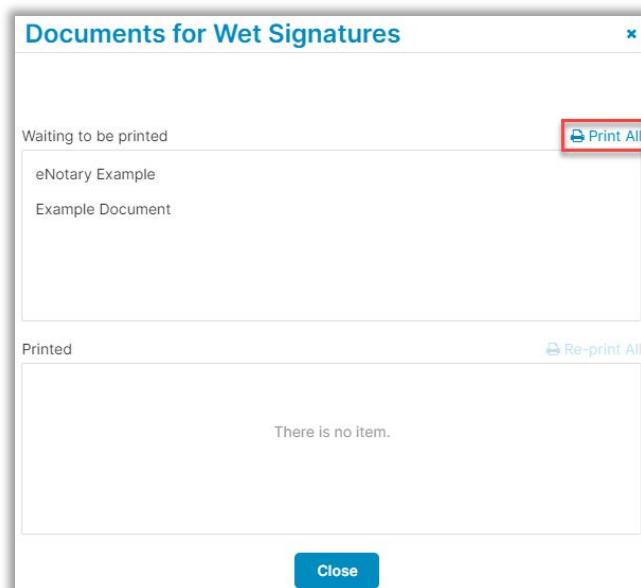
Closing Type Screen

Note: The order must be in Pending Closing status to see the below screen.

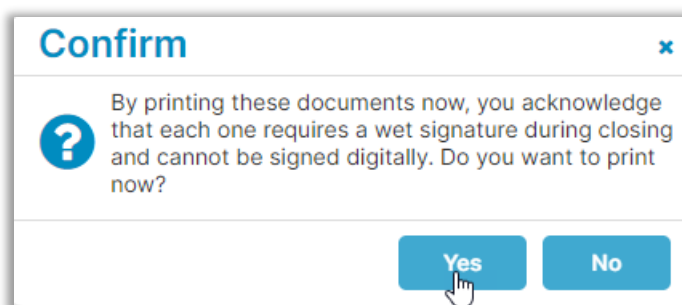
From the **Closing** tab, select **Print**.

The screenshot displays the Digital Close Enterprise web application. The top navigation bar includes links for Home, My Messages, My Team, My Company, Support Center, and the user profile (Candy Closer). The current date/time is 12/12/2023 01:51:46 PM. The main header shows the Pavaso logo and the text 'Digital Close Enterprise'. Below this, there are links for Lobby, View/Edit Notes, Notifications, and Edit Signature. The left sidebar contains the address '932 Left Lane, Dallas, TX 13444' and a list of actions: Edit, Replicate Order, ORDER NUMBER: BH_10022023, COMPANY: Magic Title (TEST), BUYER: Stanley Buyer, SELLER: (blank), SALES PRICE: \$ 0.00, CLOSING DATE: 10/02/2023 06:06 PM Mountain, and a COUNT DOWN TO CLOSING timer showing 0 days, 0 hours, 0 minutes, and 0 seconds. At the bottom of the sidebar, there are checkboxes for 'Take a Tour' (checked), 'Closing Review' (checked), and 'Closing Setup' (checked), followed by a 'Closing' button. The main content area is titled 'Select where you want to close:' and features four options: WEB CLOSING (Any web browser), MULTI-DEVICE CLOSING (Any web browser, all participants using their own device), CLOSING AGENT ACCESS, and PAPER CLOSING. A 'Continue' button is located below these options. At the bottom of the main content area, there is a message 'There are 2 documents requiring wet signatures.' and a 'Print' button, which is highlighted with a red box.

Select **Print All** to print all the listed documents.



Confirm that you do want to print these documents for wet signature. This cannot be undone.



This will generate a QR code cover sheet for each document being printed. Each document has their own corresponding cover sheet.



ENOTARY EXAMPLE

Print Date: 12/12/2023 1:52:14 PM
Order No: BH_10022023

Description:
eNotary Example

Printing During the Signing

- A. If a document requires printing during Signing, select the **Print** icon (A).
- B. If a document has already been printed for wet signature, you will see a banner indicating that the document has already been printed.



Importing Wet Sign Documents

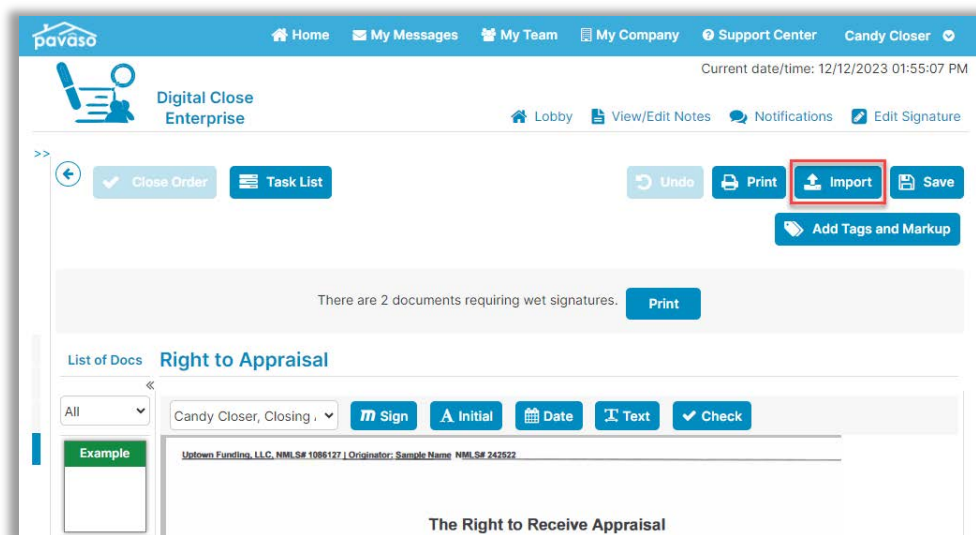
Closing Agent Access

Prior to importing, the completed documents must be imported with the correct QR code cover sheet on top. Each document needs its own cover sheet. All documents can be imported at once. All completed documents must be scanned with their corresponding QR code cover sheet.

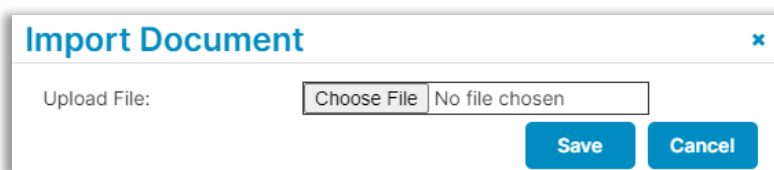
Select **Closing Agent Access** and **Continue**.

The screenshot shows the Digital Close Enterprise interface. On the left, there is a sidebar with the address "932 Left Lane, Dallas, TX 13444" and a list of order details including "ORDER NUMBER: BH_10022023", "COMPANY: Magic Title (TEST)", "BUYER: Stanley Buyer", "SELLER:", "SALES PRICE: \$ 0.00", "CLOSING DATE: 10/02/2023 06:06 PM Mountain", and a "COUNT DOWN TO CLOSING:" timer. Below this, there are checkboxes for "Take a Tour", "Closing Review", and "Closing Setup", all of which are checked. At the bottom of the sidebar is a "Closing" button. The main content area is titled "Select where you want to close:" and contains four options: "WEB CLOSING (Any web browser)", "MULTI-DEVICE CLOSING (Any web browser, all participants using their own device)", "CLOSING AGENT ACCESS" (which is selected and highlighted with a green checkmark and a red box), and "PAPER CLOSING". Below these options is a "Continue →" button, also highlighted with a red box. At the bottom of the main area, there is a message "There are 2 documents requiring wet signatures." and a "Print" button.

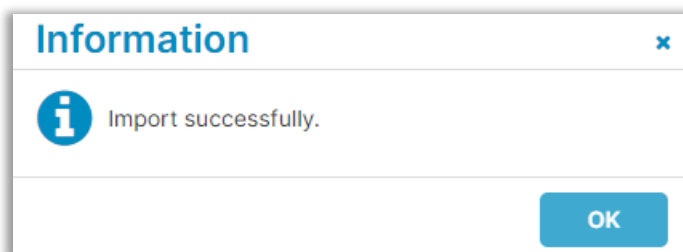
Select **Import**.



Select **Import** and search for the appropriate file.

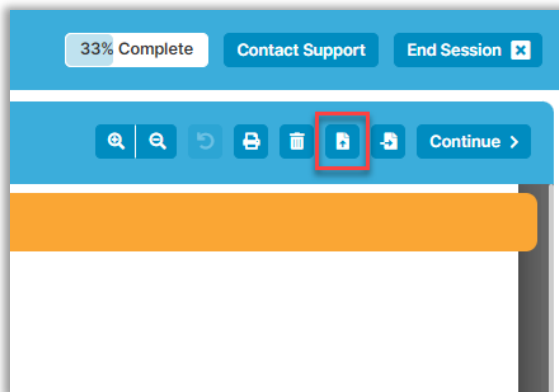


You will receive the notification that documents have been imported successfully.

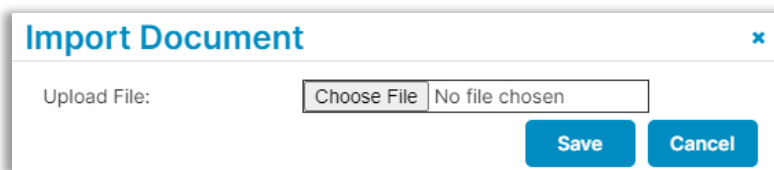


Importing During Signing

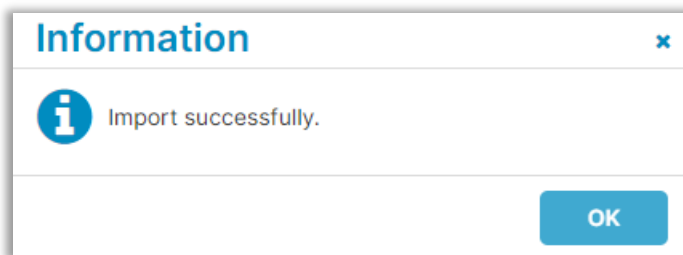
From the toolbar, select the **Import** icon.



Select **Import** and search for the appropriate file.



You will receive the notification that documents have been imported successfully.



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](#)