Digital Close Enterprise

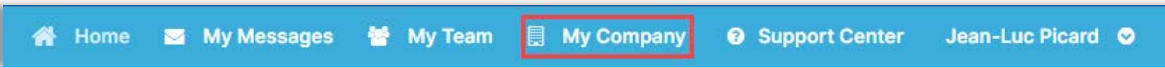## Push to Pending Closing

Pavaso

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What is the Push to Pending Closing feature for?

The Push to Pending Closing feature allows for the session Conductor to move the order to the Pending Closing status. An order in the Pending Closing status can proceed with closing.
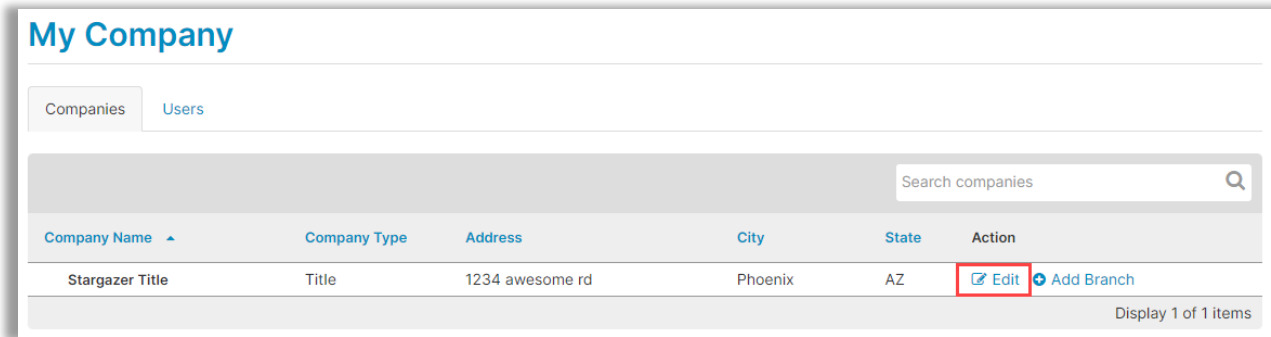
There may be instances where a Signer does not complete their document review or does not activate their Pavaso account. In these cases, the Push to Pending Closing feature can be used.
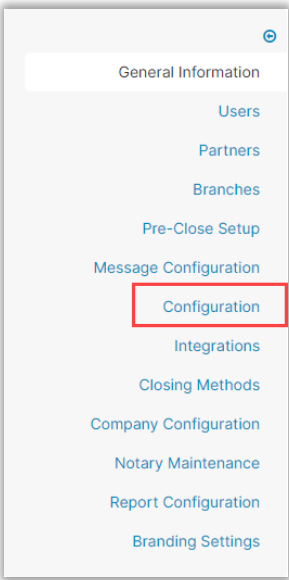
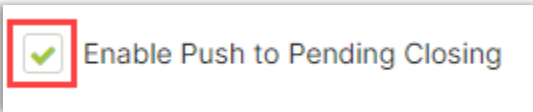# Admin Setup

Log into Pavaso and select **My Company**.

Select **Edit** under Action.

Select **Configuration**.

Verify or select the Enable **Push to Pending Closing box**.

Using the Push to Pending Closing Option

Select the **Order**.
Note: The order must be in Pending Review, Under Review, or Configuration Needed to use this feature.

If not already selected, choose **Invite Buyer(s) to Pre-Closing**.

On the pop-up, select **Yes**.

Select **Closing Setup**.

Select **Push to Pending Closing**.

Select **Yes**. The order status will change to Pending Closing.
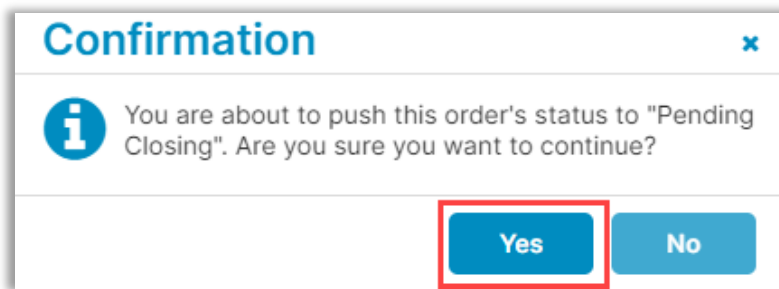
Conducting the Signing
Checking in

Push to Pending Closing feature allows users to verify themselves without activating their account prior to the Signing. Select the Closing Type and **Continue.**

This example shows one Participant has not activated their Pavaso account. Select **Pending** to send a security code.

Select **Continue** to send code.

The Participant receives an email with a security code.

The Participant should read the Consent for use of Electronic Signatures page, then enter their security code.
Note: If another code is needed, select Resend Security Code.
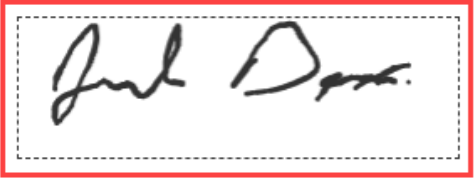

Enter code and select **Accept**.

The Participant will be required to add their signature and initials. Sign in the boxes and select **Adopt**.
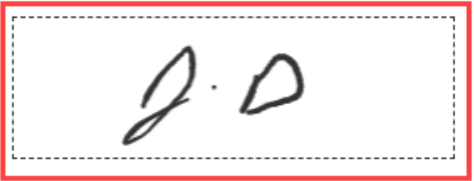*Note: Select **Clear** to redo Signature or Initials.*

The Participant is now set up for validation and closing once the other Participants check in.

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