



Digital Close Enterprise

Push to Pending Closing

Revised: 08/18/2023

Pavaso

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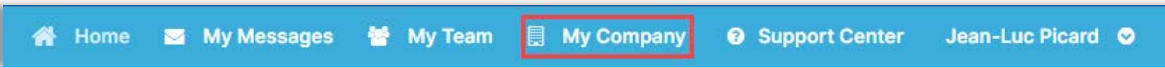
What is the Push to Pending Closing feature for?

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.

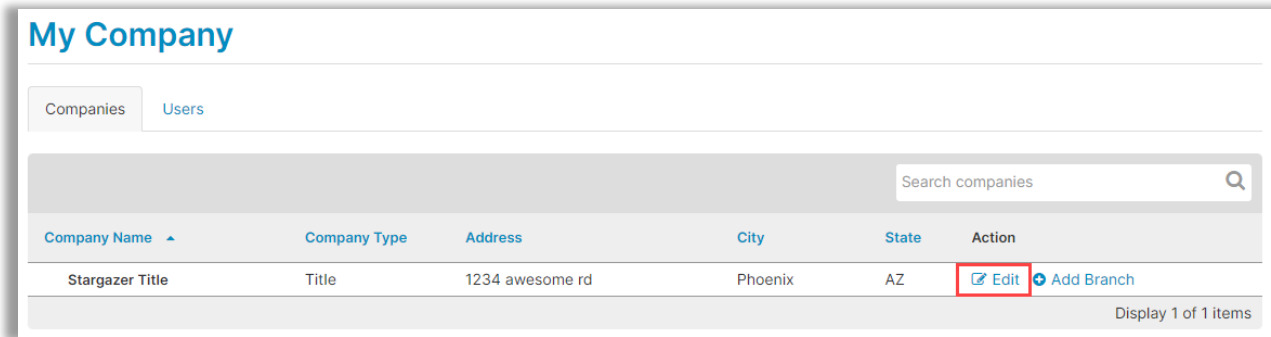
There may be instances where a Signer does not complete their document review or does not activate their Pavaso account. In these cases, the Push to Pending Closing feature can be used.

Admin Setup

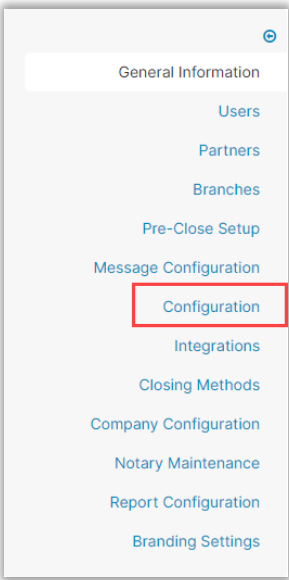
Log into Pavaso and select **My Company**.



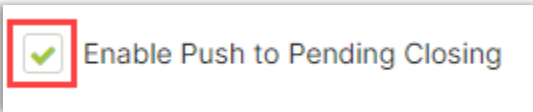
Select **Edit** under Action.



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.

Current date/time: 08/11/2023 07:58:55 AM

Order Lobby

Select an Order below to view the details

Display orders from: 5/13/2023 to: 8/11/2023

Search Criteria: Order Number Search Order Search

Open	Closed	ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED CLOSING DATE	ACTUAL CLOSING DATE	STATUS
		1593827...	29874293870	Wil Riker		N/A	Stargazer Title	1123 Street, City, TX 55185	08/11/2023 07:40 AM	Mountain	Pending Review

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

Current date/time: 08/17/2023 08:48:04 AM

1123 Street, City, TX 55185

Edit Replicate Order

ORDER NUMBER: pushtopendingclosing1234

COMPANY: Stargazer Title

BUYER: Wil Riker

Invite Buyer(s) to Pre-Closing

Pre-Closing

During this phase, you will be able to review your closing documents, get educated about your upcoming closing, and ask any questions you may have to your closing team using the Notifications tab above. Click on any of the document links below to begin your pre-closing review!

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

Please Confirm

Are you sure you want to mark the configuration process as complete? When you mark the configuration process as complete, an invitation email will be sent to the participant(s) so they can access and review the documents.

Yes No

Select **Closing Setup**.

1123 Street, City, TX
55185

Edit

Replicate Order

ORDER NUMBER:
pushtopending2

COMPANY:
Stargazer Title

BUYER:
Wil Riker

SELLER:

SALES PRICE:
\$ 0.00

CLOSING DATE:
08/15/2023 08:00 PM
Mountain

COUNT DOWN TO CLOSING:

08:00:52

DAYS HOURS MINUTES SECONDS

Take a Tour

Pre-Closing Review

Closing Setup

Closing

Select **Push to Pending Closing**.

1123 Street, City, TX
55185

Edit

ORDER NUMBER:
15938273959

COMPANY:
Stargazer Title

BUYER:
Wil Riker

SELLER:

SALES PRICE:
\$ 0.00

BASE LOAN AMOUNT:
\$ 346,983.00

Closing Setup

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

Deleted Documents

Rearrange Documents

Document Review Status

Push to Pending Closing

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

Reviewed

Accepted

Date Due

Added By

Wet Signature
Required (Hybrid
Closing Only)

Current date/time: 08/11/2023 07:56:04 AM

Lobby

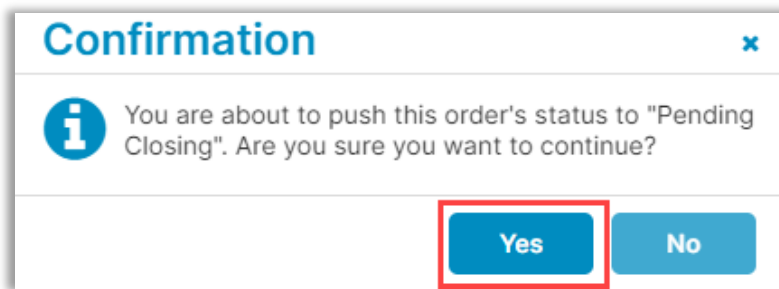
View/Edit Notes

Edit Signature

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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**.

Select where you want to close:

✓

WEB CLOSING
(Any web browser)

REMOTE ONLINE CLOSING
(Minimum browser requirements: Chrome 72, Firefox 52, Opera 60, Safari 13 for macOS)

MULTI-DEVICE CLOSING
(Any web browser, all participants using their own device)

CLOSING AGENT ACCESS

PAPER CLOSING

⇌ Change Closing Platform

Continue →

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

Participants (3) <div>Add Invite</div>		
Participant Name	Role	Status
Wil Riker	Buyer 1	<div>Check In</div>
Jadzia Dax	Buyer 2	<div><div>⌚ Pending</div></div>
Tom Paris	Buyer 3	<div>Check In</div>

Select **Continue** to send code.

Participant has not created account ✕

Jadzia Dax has not created a Pavaso account. Select a method to send a security code to them so you can proceed.

* **Method**


* **Email Address**

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**.



Closing #pushingclosing1234
 Loan #
 1123 Street, City, TX 55185

0% Complete

Contact Support

End Session

Check In for Jadzia Dax - eConsent

Back to Participants

In order to proceed with your digital closing, please read the following consent, then enter your Verification Code and select "Accept" below.

Consent for use of Electronic Signatures and Audio-Video Records:

Pavaso is required by law to provide you with certain disclosures regarding documents and information involved in your real estate transaction, which includes the vital documentation necessary to consummate your financing for the transaction (collectively, "Required Information"). With your consent, Pavaso can deliver Required Information to you by: displaying or delivering the Required Information electronically; and requesting that you print or download the Required Information and retain it for your records.

This notice contains important information that you are entitled to receive before you consent to electronic delivery of Required Information. Your consent also permits the general use of electronic records, electronic signatures, identification verification, audio-video recording, and transmitting, sharing, and storing information in connection with your real estate transaction and/or financing application. Please read this notice carefully and print or download a copy for your files.

After you have read this information, if you agree to receive Required Information from Pavaso electronically, and if you agree to the general use of technology-based identification verification, audio-video recording, electronic records, and/or electronic signatures in connection with your relationship with Pavaso, please click on the "I agree" button where indicated.

Statement of Electronic Disclosures:

You may request to receive Required Information on paper, but if you do not consent to electronic delivery of Required Information, Pavaso cannot proceed with the electronic portions of your real estate transaction and/or financing application to be facilitated through our technology, for the parties involved in these real estate transactions, which includes you.

If you consent to electronic delivery of Required Information, you may withdraw your consent at any time. However, if you withdraw your consent, we will not be able to continue processing the electronic portions of your real estate transaction and/or financing application we facilitate through our technology.

If you consent to electronic disclosures, that consent applies to all Required Information Pavaso gives you, or receives from you, in connection with your real estate transaction and/or financing application, as well as associated notices, disclosures, and other documents.

Depending upon the type and specifics of your real estate transaction, the Required Information covered by the consent may include, but is not limited to:

- Loan Estimate;
- Good faith estimates of closing costs;
- Closing Disclosure;
- Ownership Affidavit, or similarly named declaration;
- A Promissory Note, or similarly named Note;
- A Deed of Trust, Mortgage, or other likewise named security instrument;
- Transfer Tax, appraisals, and associated government forms;
- Escrow settlement or closing statement, documents, notices and/or disclosures;

You agree to print out or download Required Information when we advise you to do so, and keep it for your records. If you have any trouble printing out or downloading any Required Information, you may call Pavaso and request paper copies at 866 288 7051. If you need to update your e-mail address or other contact information, please contact Pavaso.

If you wish to withdraw your consent to electronic disclosures, you may do so by selecting the opt-out option in your financing application, or notify Pavaso. After consenting to receive and deliver Required Information electronically, you may, upon request, obtain a paper copy of the Required Information by calling Pavaso.

Software and Hardware Requirements:

To access and retain Required Information from Pavaso, you must:

- Be able to view the disclosures on your monitor and send screen prints to your printer, which can be done with your browser;
- Have access to an Internet service provider and use a current version of Internet Explorer, Microsoft Edge, Google Chrome, Safari, or Safari in Russian language information.

* Enter Security Code

•••••

Resend Security Code

Decline

Accept

Enter code and select **Accept**.

*** Enter Security Code**

● ● ● ●

[Resend Security Code](#)

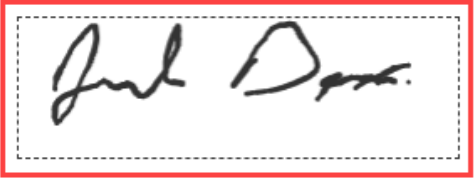
Decline **Accept**

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.

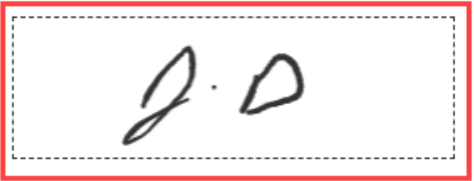
Hand-Drawn

Draw your **SIGNATURE** inside the dotted lines



Clear



Draw your **INITIALS** inside the dotted lines



Clear

Adopt

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

Participants (3) Add Invite				
Participant Name	Role	Status	Signature & Initials	Identification
Wil Riker	Buyer 1	Check In		
Jadzia Dax	Buyer 2	✓ Ready	<div><div></div><div></div></div>	Validate
Tom Paris	Buyer 3	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](#)