



Adding Witnesses

Remote, In-Person, and Unassigned Witnesses

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Pavaso

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Important Information About the Remote, In-Person, and Unassigned Witness Types

Remote Witness	In-Person Witness	Unassigned Witness
Specific to RON or RIN signings	IPEN or MDC signings	Any signing type
Separate location and device from notary and signer(s)	Located with notary or signer(s)	Must be present in person with either notary or signer(s)
Added to Order Details in advance or during a RON session	Added to Order Details in advance or during a signing session	Not added to the order, but name and action of signing captured in the Audit Log
Is existing Pavaso user or creates Pavaso account from invitation email	Is existing Pavaso user or creates Pavaso account from invitation email	Does not create/retain Pavaso account
Cannot be an individual with an existing buyer or seller account on Pavaso	Cannot be an individual with an existing buyer or seller account on Pavaso	Can be any individual present with notary or signer(s)
Completes KBA questions and ID validation, unless marked as an Observer	Does not have a separate device, therefore does not need to meet system requirements	No system identity validation
Appears in separate webcam feed and must meet minimum system requirements	Notified via email of Witness assignment	Appears either via the notary or a signer's webcam feed for RON or RIN, where they are physically present
Notified via email of Remote Witness assignment	Order access revoked immediately after closing unless existing permission applies <i>Example: Company admin will have order access after closing.</i>	No email notification sent
Order access revoked immediately after closing unless existing permission applies <i>Example: Company admin will have order access after closing.</i>		Order access revoked immediately after closing

Adding a Remote Witness to an Order (RON and RIN Signings Only)

Select an existing order or create a new order.

Order Lobby

Select an Order below to view the details

Display orders from: 8/31/2022 to: 11/29/2022

Search Criteria: Order Number Search Order Search

ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED CLOSING DATE	ACTUAL CLOSING DATE	STATUS
screens...		Wil Riker		N/A	N/A	1123 Street, City, TX 55185	03/15/2023 10:32:00 AM		Pending Closing

Display 1 of 1 items

For existing orders, select **Edit**.

1123 Street, City, TX 55185

[Edit](#)

ORDER NUMBER:
tagtagtag

COMPANY:
Stargazer Title

BUYER:
Wil Riker

SELLER:

SALES PRICE:
\$ 0.00

CLOSING DATE:
04/14/2023 12:21 PM

COUNT DOWN TO CLOSING:

0 0 0 0
DAYS HOURS MINUTES SECONDS

Scroll down to Additional Party and select **Witness** from the drop down.

The screenshot shows a form titled "Additional Party". On the left, there is a dropdown menu labeled "As Role" with a red border. The dropdown is open, showing options: "(Please select an item)", "Co-signer", "LoanOfficer", "Title Holder", "Loan Processor", "Non-PurchasingCoBorrower", and "Witness" (which is highlighted in blue). To the right of the dropdown are four text input fields: "Email Address", "Username", "Middle Name", and "Last Name". At the bottom right of the form is a blue button labeled "Add another Party".

The following fields appear for a Remote Witness. This information will be used for the identify verification during a RON signing:

Note: Remote Witnesses must be U.S. Citizens with a permanent U.S. address to generate security questions.

- Email address*
 - Username
 - First Name*
 - Middle Name
 - Last Name*
 - Cell Phone
 - Street Address*
 - City*
 - State*
 - Zip Code*
 - International Phone Number
- *Denotes required field*

Fill out the required information, then select **Save**.

Note: Remote Witnesses marked as Observers cannot sign digitally.

The screenshot shows the "Additional Party 1" form with the following fields filled out: "As Role" is set to "Witness"; "Email Address" is "willthewitness@mailinator.com"; "Username" is "WillWitness04242023151413647"; "First Name" is "Will"; "Middle Name" is "The"; "Last Name" is "Witness"; "Street Address" is "1123 Street"; "City" is "City"; "State" is "Texas"; "Zip Code" is "55185"; "International Phone Number" is "+1-United"; and the "Observer for this RON Order" checkbox is unchecked. At the bottom, there are buttons for "Cancel", "Save", and "Add another Party", along with a "Save Order Details" link.

Adding an In-Person Witness

Select an existing order or create a new order.

The screenshot shows the 'Order Lobby' page in the Pavaso Digital Close Enterprise system. The page header includes the Pavaso logo and navigation links for Home, My Messages, My Team, Support Center, and Will Witness. The current date/time is 11/29/2022 12:21:22 PM. The main section is titled 'Order Lobby' and prompts the user to 'Select an Order below to view the details'. It features a search bar with 'Order Number' as the search criteria and a 'Search' button. A table of orders is displayed, with one order highlighted by a red border:

ORDER NUMBER	LOAN NUMBER	BORROWER	SELLER	NOTARY	COMPANY	PROPERTY	SCHEDULED CLOSING DATE	ACTUAL CLOSING DATE	STATUS
screens...		Wil Riker		N/A	N/A	1123 Street, City, TX 55185	03/15/2023 10:32:00 AM		Pending Closing

At the bottom right of the table, it says 'Display 1 of 1 items'.

For existing orders, select **Edit**.

The screenshot shows a detailed view of an order. At the top, the address '1123 Street, City, TX 55185' is displayed in large blue text. Below the address is a red-bordered button with a pencil icon and the text 'Edit'. The order details are listed as follows:

- ORDER NUMBER: tagtagtag
- COMPANY: Stargazer Title
- BUYER: Wil Riker
- SELLER:
- SALES PRICE: \$ 0.00
- CLOSING DATE: 04/14/2023 12:21 PM
- COUNT DOWN TO CLOSING: 0 DAYS 0 HOURS 0 MINUTES 0 SECONDS

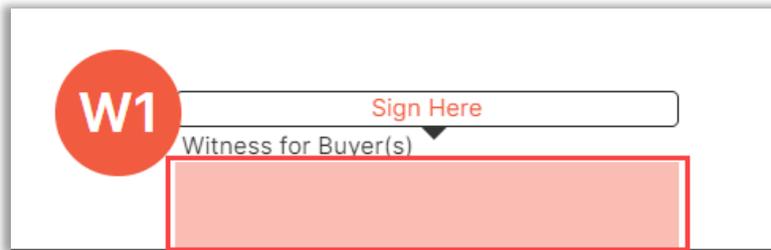
Scroll down to Additional Party and select **Witness** from the drop down. Fill out the required information, then select **Save**.

Additional Party

As Role	Email Address	Username
<div style="border: 1px solid red; padding: 2px;"><p>(Please select an item) ▼</p><p>(Please select an item)</p><p>Co-signer</p><p>LoanOfficer</p><p>Title Holder</p><p>Loan Processor</p><p>Non-PurchasingCoBorrower</p><p>Witness</p></div>	<input type="text"/>	<input type="text"/>
	Middle Name	Last Name
	<input type="text"/>	<input type="text"/>

[Add another Party](#)

For the Unassigned Witness to sign, they select the signature box during signing.



A pop-up for the Unassigned Witness to complete appears.

- A. Complete the full name and initials fields.
- B. Draw their signature and initials.
- C. Select **Save**.

Note: Select **Clear** to re-draw.

This signature and initials will be used anywhere the Unassigned Witness needs to sign.

A screenshot of a pop-up window titled 'Signing On Behalf of: Witness'. The window has a close button in the top right corner. Below the title is a paragraph of text: 'Please create your signature and initials. By selecting "Save", you agree that the signature and initials you set will be the electronic representation of your signature and initials on all closing documents.' Below this text are two input fields: 'Your Full Name:' with the value 'John William' and 'Your Initial:' with the value 'JW'. Below these fields is a section titled 'Hand-Drawn' which contains two drawing areas. The first is labeled 'Draw your SIGNATURE inside the dotted lines' and shows a handwritten signature 'John William' inside a dotted box. The second is labeled 'Draw your INITIALS inside the dotted lines' and shows the initials 'JW' inside a dotted box. Below each drawing area is a 'Clear' button. At the bottom of the pop-up are three buttons: 'Cancel', 'Save', and a red circle containing the letter 'C'.

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](#)