

Creating and Modifying a Signature For Closing Agents and eNotaries

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Pavaso

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Important Note

This guide is intended for users who have completed the eNotary billing and commission steps of the registration process. You can find instructions on that process <u>here</u>.

Adding a Signature as a New eNotary

After submitting an eNotary request, Pavaso's Support team reviews the submitted information. Upon approval, the Notary receives an approval email. Upon the next sign in, the Notary receives a pop up to set up their electronic signature. This signature is used anywhere you sign on Pavaso.

- A. Draw your Signature: Draw your signature using either a mouse or stylus.
- **B.** Delete: Delete the entry and draw the signature again.
- **C. Upload:** Upload a version of your signature that you would like to use across Pavaso. This can only be done once. Any updates to your signature must be drawn on your device.
- **D.** Draw your Initials: Draw your initials using either a mouse or stylus.
- E. Delete: Delete the entry and draw the initials gain.
- **F. Upload:** Upload a version of your initials that you would like to use across Pavaso. This can only be done once. Any updates to your initials must be drawn on your device.

Signature Completion		
Your Pavaso eNotary submission has been approved!		
Please draw or upload your signature below. This signature will be used for all Pavaso signings and can be updated if needed.		
Draw your signature Delete Upload		
A B C		
Draw your Initials Delete Upload		
Save		

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Draw Signature and Initials Initials and signatures can be drawn using a mouse or touchscreen device with stylus. If there is an error or you would like to re-draw, select **Delete** to start over.

Signature Completion
Your Pavaso eNotary submission has been approved!
Please draw or upload your signature below. This signature will be used for all Pavaso signings and can be updated if needed.
Draw your signature Delete Upload
Save

Upload Signature and Initials A version of your signature and initials can also be uploaded to the platform. The file must be in PNG format not exceeding 5 MB.

Note: This can only be done once. Uploaded signatures and initials cannot be modified.

Signature Completion			
Your Pav	Upload Signature File		
Please d Pavaso s Draw you	File must be PNG file Cannot be larger than 5 MB	or all	
\int	Choose File Candy_Signature.png This is how your signature will appear when electronically		
Draw you	Grafy CPAN		
C	Cancel Save		
		Save	

Update Signature and Initials Update Within an Order

From within any order, select Edit Signature.

isõ	👫 Home 🖂 My Messages 🚇 My Team 🔞 Help Candy			
Digital Close	Current date/time: 03/08/2022 12:41:09 PM System -			
Enterprise	😤 Lobby 🖺 View/Edit Notes 👳 Notifications 🛔 Invite Others 💋 Edit Signature			
« 521 Red Road, Dallas, TX 12345-6666	Release Order Invite Buyer(s) to Pre-Closing			
C Edit				
ORDER NUMBER Test_03082002	Pre-Closing During this phase, you will be able to review your closing documents, get educated about your upcoming			
COMPANY	closing, and ask any questions you may have to your closing team using the Notifications tab above. Click on			
(Training) BH Title	any of the document links below to begin your pre-closing review!			
(Training) BH Title	any of the document links below to begin your pre-closing review!			
(Training) BH Title BUYER: Sally Sayers SELLER:	any of the document links below to begin your pre-closing review! Documents Documents Tag Assignments Deleted Documents Document Review Status C Edit Review, accept and if necessary, esign your documents in advance of your closing.			
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(Training) BH Title BUYER: Sally Sayers SELLER: SALES PRICE: \$ 0.00	any of the document links below to begin your pre-closing review! Documents Tag Assignments Deleted Documents Document Review Status C Edit Review, accept and if necessary, esign your documents in advance of your closing. Reviewed Accepted Date Due Title Documents			

Within the pop-up, you will see the previously saved signature and initials. To re-draw the signature and/or the initials, select **Delete.** If enabled for the company that created the order, **Select Pre-Drawn Style** is also available. You can select a font signature to replace the previously drawn or uploaded signature.

/our Full Name: Your Initials:	Your Full Name: Your Initials:	
Draw Select Pre-Drawn Style	Draw Select Pre-Drawn Style	
y clicking "Adopt", I agree that the signature and initials will be the electronic presentation of my signature and initials on all closing documents.	By clicking "Adopt", I agree that the signature and initials will be the electronic representation of my signature and initials on all closing documents.	er er
Cancel Adopt	Cancel Adopt	

Update During Closing

When entering a closing, your signature can be updated on the signature setup screen. Your previously saved signature and initials display here. To re-draw the signature and/or the initials, select **Edit**.

pavâso	🖀 Home 🖂 My Messages 🎂 My Team 👩 Help 🛛 Candy Closer 오			
0_0	Current date/time: 03/08/2022 01:02:50 PM Support Hotline: 866-288-7051 Option 3 System +			
Digital Close Enterprise	🛠 Lobby 🖹 View/Edit Notes ᆽ Notifications 🔮 Invite Others 💋 Edit Signature			
»	Please setup signature for notary			
Notary: Candy Closer				
Initials Z Edit				
Full Signature	Edit Aur			
	← Back Continue →			

If enabled for the company that created the order, **Select Pre-Drawn Style** is also available. You can select a font signature to replace the previously drawn or uploaded signature.

Edit Signature	* Edit Signature
Your Full Name: Your Tnittals: Candy Closer CC	Your Full Name: Your Initials: Candy Closer CC
Draw Select Pre-Drawn Style By clicking "Adopt", I agree that the signature and initials will be the electronic representation of my signature and initials on all closing documents. Draw your signature Delete Oraw your Initials Delete Oraw your Initials Delete	Draw Select Pre-Drawn Style By clicking "Adopt", 1 agree that the signature and initials will be the electronic representation of my signature and initials on all closing documents. Image: Clicking Clickin
Cancel Adopt	Cancel

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