



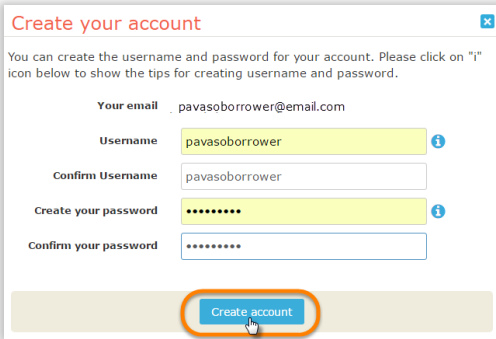
## 1. Creating your account



1. You will receive an email invitation from **noreply@pavaso.com**.

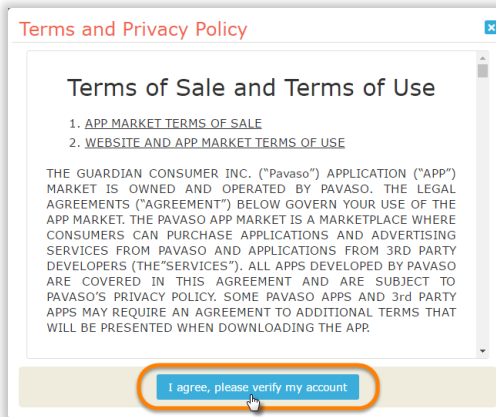
You **must** click on the **Invitation Link** in the email to proceed with creating your account.

*Note: Email Invitation verbiage and logo will vary by Lender*



2. Type your preferred **username** and **password** and click the **"Create account"** button.

We recommend you use your email address as your username.



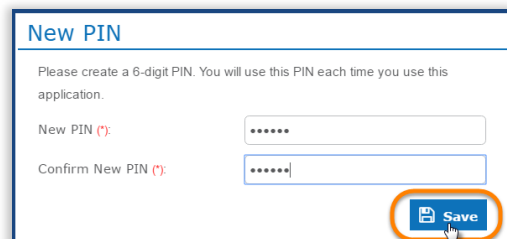
3. Read the **"Terms and Privacy Policy"**, and click the **"I agree, please verify my account"** button.

## 2. Accessing your documents



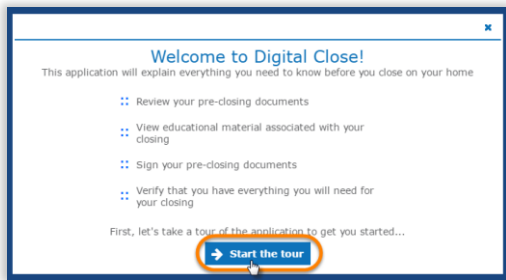
1. Click on your **Lender's-branded Digital Closing icon**.

*Note: If the Digital Close application does not appear, click on the blue box with the plus sign on the left to add it.*



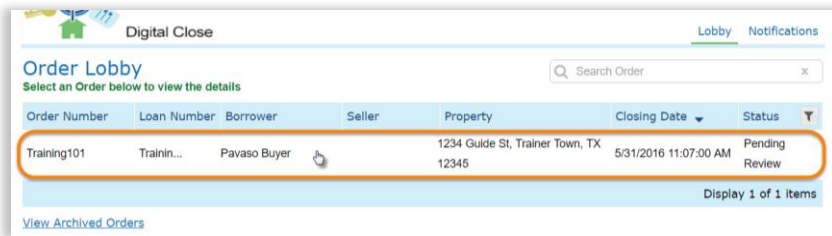
2. Create your **6-digit PIN**.

*Important: You will need to remember your PIN on your closing day.*

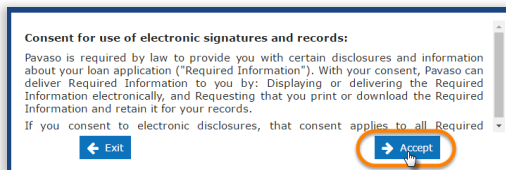


3. Click on **“Start the tour”** to watch a quick video guide that demonstrates how you will review and accept your documents.

*Note:* To exit the video, click the “x” on top right corner.

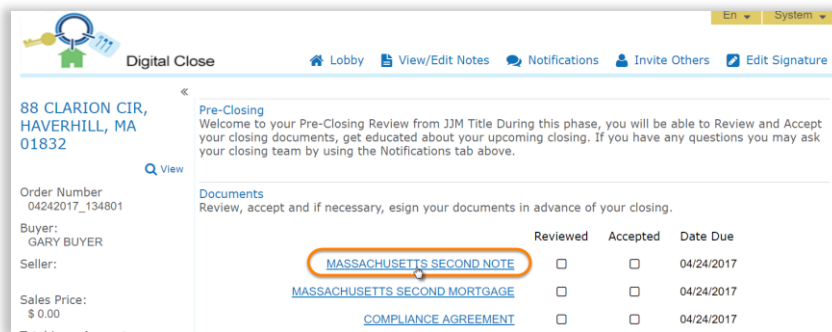


4. In the Order Lobby, click anywhere on **your order** to open it.

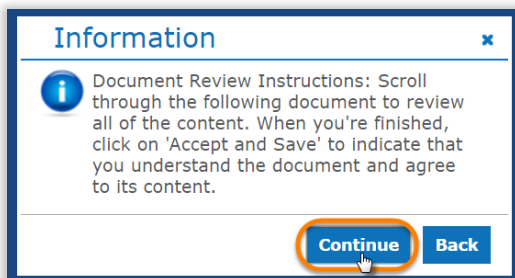


5. Read the **“Consent for use of electronic signatures and records”** and click the **“Accept”** button to proceed.

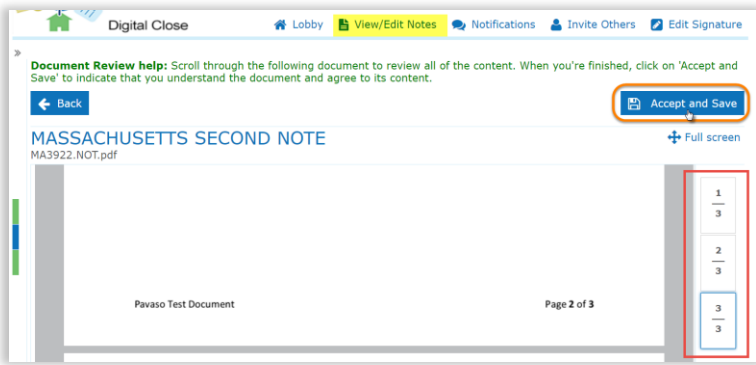
### 3. Reviewing your documents before closing



1. In the Document List Screen, click on the **first document** in the list to open it.



2. When opening a document for the first time, you will see a popup with information on how to accept and save a document. **Read the instructions** on the pop up and click the **“Continue”** button.



3. Scroll through the entire document or use the page thumbnails on the right side to review all pages.

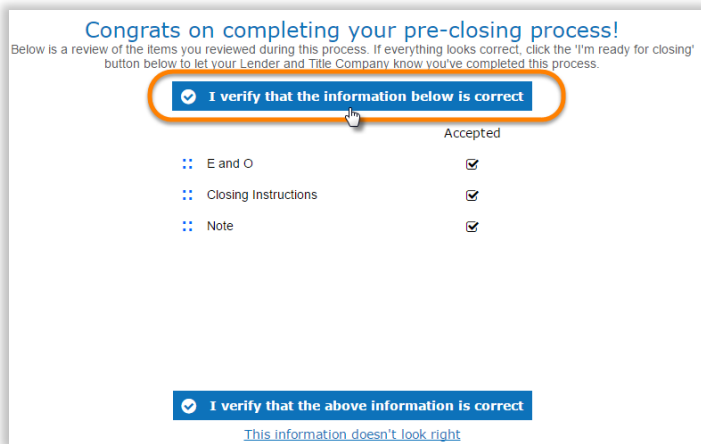
When all pages are reviewed the "Accept and Save" button will be activated.

Click "Accept and Save" and you'll be taken to the next document.

Repeat this step for all documents.

*Note:* If you don't want to accept a certain document at this time, simply click "Back" and continue on to next document link on the list.

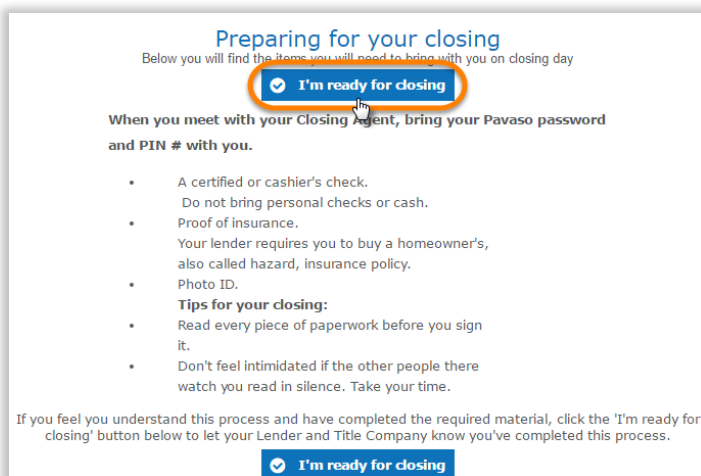
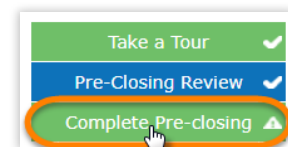
## 4. Completing the document review process



1. When you review and accept your documents, you will be redirected to a summary screen that shows the documents you accepted.

Click on "I verify that the information is correct" button.

*Important:* If you are not automatically redirected to the Completion Screen, click on "Complete Pre-Closing" on the left side of the screen.



2. Read the instructions about your closing on the final screen, and then click the "I'm ready for closing" button.

You have now completed your pre-closing document review!