

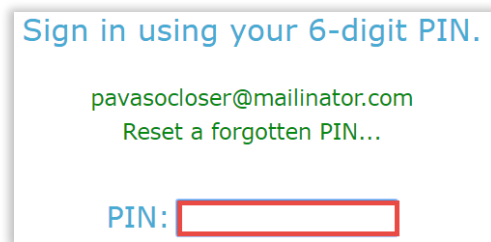
# How to Resend an Invitation Email



Please ensure that the email address on the Order is correct before continuing. If it is not correct, please repush with the correct email or call Pavaso Support at 1-866-288-7051, option 3.

## Step 1: Editing the Order Details

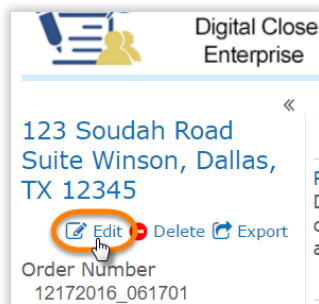
1. From your Dashboard, click on the Digital Close Enterprise application icon and enter your six-digit PIN.



2. In the Order Lobby, click on the Order to open.

Order Number	Loan Number	Borrower	Seller	Property	Closing Date	Status
12172016_061701	121520161	Ben Buyer		123 Soudah Road Suite Winson, Dallas, TX 12345	4/27/2017 11:00:00 PM	Pending Review

3. At the top left corner, underneath the property address, click on the "Edit" link to display the Edit Order Details screen.



## Step 2: Resend Invitation Link

Scroll down to the Buyer/Seller section and click on the "Resend Invitation" link next to the name of the Consumer in need of the invitation email.

**Note:** The "Resend Invitation" link is only available **after** the Order has been configured, is in the Pending or Under Review status, and if the Consumer has **not** yet set up a Pavaso account.

**Buyer 1** | **Resend Invitation** | This is a com

Email Address  
benbuyer@mailinator.com

Buyer First Name (\*) Buyer Middle N  
Ben