From www.gatewayloan.com/my-account, and click "Manage My Account"
It will open: https://cert.financingaccountconnect.com/01/gwa/LoanServiceLanding

Managing Your Account Has Never Been Easier
Your Gateway experience does not stop at closing. Our servicing platform integrates everything needed to manage your home loan including robust on-line services and award-winning customer care.

STEP 01

Click "New User Registration".

STEP 02

Complete the requested information and check the "I'm Not A Robot". Then click "Continue".

STEP 03
Create a password, click to confirm you’ve read the terms & conditions (It will change to orange) Then click “Continue”.

A confirmation will display that an verification email was sent.

Log into your email. Confirm it was received from noreply@gatewayloan.com. Click the link to verify your email address.
Enter your password and create four security questions. Then click “Submit.”

**STEP 07**

Security Questions

1. **1st Security Question**
   - What was your childhood nickname?
   - Enter Answer: ______________________

2. **2nd Security Question**
   - What school did you attend for sixth grade?
   - Enter Answer: ______________________

3. **3rd Security Question**
   - What is your favorite dessert?
   - Enter Answer: ______________________

4. **4th Security Question**
   - What is your favorite movie?
   - Enter Answer: ______________________

*Required Field

SUBMIT

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Enter your loan information, then click “Submit.”

**STEP 08**

Account Enrollment

Enter the information below as it appears on your loan documents:
- **First Name**:
- **Middle Initial**
- **Last Name**:
- **Account Number**:
- **Mailing Address Zip Code**: 12345
- **Social Security Number**:

*Required Field

SUBMIT CANCEL
**Paperless billing instructions**

Once logged into your account, on the right-hand side, click “Statements.”

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**Step 01**

Paperless:
If you would like to sign up for our paperless billing option, you can do so on the home page that you are taken to. *Note - If you have multiple accounts, you will have to select the option on each account. A disclaimer will be given after turning the paperless option on.
eDocuments:
Click ‘eDocuments’ on the left menu to access billing statements, escrow analysis statements and End of Year (1098) statements. Clicking on ‘View’ will allow you to view, print and download the document.

To return to gatewayloan.com, close the tab.
# ACH Enrollment Steps

**STEP 01**

Once logged into your account, on the right-hand side, click “Recurring Payment.”

<table>
<thead>
<tr>
<th>Account Details</th>
<th>Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mortgage</strong></td>
<td><strong>Account Details</strong></td>
</tr>
<tr>
<td>1892 97U ABC N</td>
<td><strong>Remaining Balance</strong>: $1,000.00</td>
</tr>
<tr>
<td><strong>TX</strong></td>
<td><strong>Opted out Account</strong>: $4,000.00</td>
</tr>
<tr>
<td><strong>CO</strong></td>
<td><strong>Started</strong>: 10/Nov/2017</td>
</tr>
<tr>
<td><strong>WY</strong></td>
<td><strong>Term</strong>: 30 Months</td>
</tr>
<tr>
<td><strong>AZ</strong></td>
<td><strong>Payment Cycle</strong>: Monthly</td>
</tr>
</tbody>
</table>

**STEP 02**

On the “Recurring Payment” page, select “Monthly” for the frequency, the day of the month, and the start date. Enter your bank info.

- You also have the option to add an additional amount to your principal balance or your escrow account.
- Read the terms and conditions, then click “Submit.”

**STEP 03**

Check your email for the confirmation email.