

Educational Video Series

How to Register for Online Account Access

In this video, we want to explain the online account registration process. To begin, simply click on the word REGISTER located in the middle of the screen. You will then be asked to enter 3 pieces of information.

- First, your Loan Number, which is a 10-digit number located on your Mortgage Statement or Payment Coupon. Please note that when you see an informational button, you can hover over it for more information about that specific field. Simply click anywhere on the screen to make it disappear.
- Second, the last 4 digits of either your Social Security Number or your Tax Identification Number.
- And third, your Property Zip Code.

You will also be prompted to check the box indicating that you are not a robot. When all four areas are complete, the NEXT button will change from grey to blue. Simply click NEXT to continue the registration process.

A Consent screen will then appear. For more information on each of the four topics, simply click on each of the underlined areas. If you agree with the information provided, select each box and then click NEXT.

A Registration screen will then appear asking you to fill in the following information:

- First, your username, which is a name that you select and is easy to remember. It must be at least five characters long and can be alpha/numeric. Your username cannot be your email address.
- Second, your email address.
- Third, confirmation of your email address.
- Fourth, a password, which must be at least 10 characters long and contain at least one upper case letter, one lower case letter, and at least one number.
- Fifth, confirmation of your password.

Your username and password will be required each time you access your mortgage account online. Please remember to keep this information in a secure place for future use.

When all five areas are complete, click SUBMIT.

A window will now appear requesting you to check your email. The message states that a confirmation has been sent to your email address. Please access your email and look for a message sent from noreply@yourmortgageonline.com, which will contain a link to complete the registration process. If you do **not** see the email in your inbox, please check your spam or junk mail in case the email was misrouted.

After following the instructions in the email and clicking on the link, you will then receive a message that your registration is complete. Simply click the BACK TO LOGIN button to return to the login page and enter your username and password. You can now access your account information anytime, anywhere.