








Welcome to Gateway Loan Review! This tutorial has been developed to assist you, the user, in successfully navigating through the Gateway system. We recommend you print this tutorial out for easy reference as you proceed through the system. This tutorial document is designed to provide you with step-by-step instruction on completing your loan review application, and also includes several helpful tools such as:

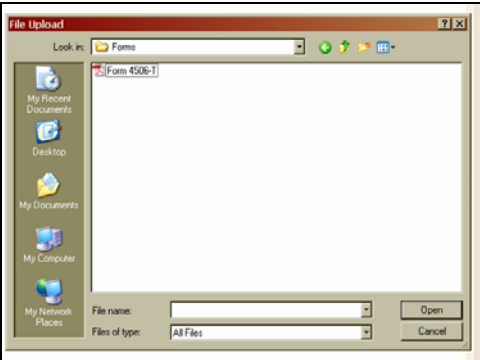
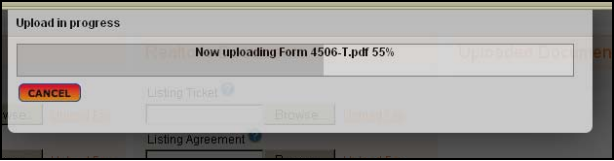
	When you see this symbol, it is meant to alert you of a helpful note related to the process step.
	When you see this symbol, it is meant to notify you of a required step that must be completed before continuing
	When you have finished a process section or screen, you will see this symbol to instruct you to continue on to the next process section or screen.

In addition to this tutorial, the system also provides other support tools, including:


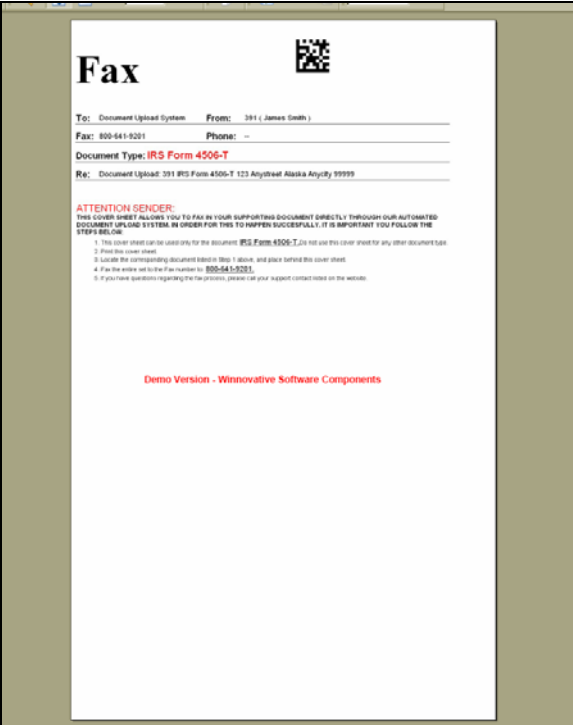
- Help mouseovers () placed throughout the system next to a variety of fields, that contain specific information related to the field. Simply hover your cursor over the image above to view the help content.
- Video help located at the Document Upload stage, for step-by-step walkthrough instruction on uploading or faxing your supporting documents to complete your application
- All required fields are marked with a red asterisk (*), to notify you of this fact. They must be completed before you can submit your loan review application.

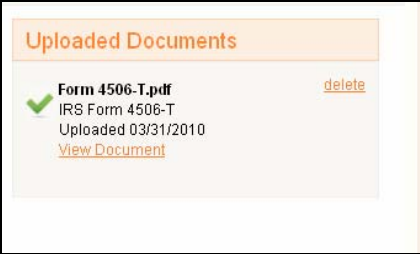
Finally, to use this tutorial effectively, simply follow the steps below, or jump to any process step for which you need assistance. Begin by making note of the following general guidelines:

	Do not use your browser Back button. This button is located at the top left of your internet browser and is used to go back to the previous page viewed. This action can result in the loss of any unsaved data, therefore you should only use the Gateway ‘Previous’ button which can be found at the bottom of each entry screen. It appears like this: 
	It is recommended that you pull all relevant documents that will assist you in this process, such as recent pay stubs, bank account statements, mortgage statements, credit card statements, and others related to your financial income and expenses.

Step #	Process Step Description
DOCUMENT UPLOAD	
A	<p><u>Find the document name you wish to upload from the on-screen My Documents list. If the document is one which your realtor would provide, look for it under the Realtors Documents list.</u></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; align-items: center;"> IRS Form 4506-T ? <input style="width: 100px; border: none; border-bottom: 1px solid black;" type="text"/> Browse... Upload Fax </div> </div> <p>For example, in this tutorial we will upload the document: IRS Form 4506-T</p> <p>NOTE: The system allows uploads of only the following document types: .pdf, .doc, .tif, .gif, .jpg</p>
B	<p><u>Click on the Browse button next to the document name. The File Upload window will appear. Navigate to the folder containing the document you wish to upload, so that it appears in the window.</u></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p><u>Click on the document in the window and then select 'Open' in the lower right.</u></p>
C	<p><u>The document path will now appear in the previously empty field directly below the document name on the system.</u></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; align-items: center;"> IRS Form 4506-T ? <input style="width: 100px; border: none; border-bottom: 1px solid black;" type="text" value="C:\Documents and S"/> Browse... Upload Fax </div> </div> <p><u>From Here, click 'Upload' to upload the document into the system.</u></p>
D	<p><u>The document path will now appear in the previously empty field directly below the document name on the system.</u></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p><u>A progress window will appear showing you the upload status as your document is saved into the system</u></p>

Step #	Process Step Description
E	<p>Once the upload is complete your document will appear under the Uploaded Documents section on the screen.</p> <div data-bbox="370 321 787 573" style="border: 1px solid black; padding: 5px;"><p>Uploaded Documents</p><p>✓ Form 4506-T.pdf delete</p><p>IRS Form 4506-T</p><p>Uploaded 03/31/2010</p><p>View Document</p></div> <p>Repeat these steps for each document you wish to upload. <u>Once you are finished be sure to click 'Save & Continue' so that your upload actions are saved to the system.</u></p>

Step #	Process Step Description
DOCUMENT FAX	
A	<p><u>Find the document name you wish to upload from the on-screen My Documents list. If the document is one which your realtor would provide, look for it under the Realtors Documents list.</u></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>For example, in this tutorial we will upload the document: IRS Form 4506-T</p>
B	<p><u>Click on the Fax button next to the document name. A new window will appear with a Fax Coversheet for your document</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p><u>Print this fax coversheet</u></p>
C	<p><u>Use this printed fax coversheet to send in your document. Simply place the document's pages beneath the coversheet and fax to the number printed in the coversheet instructions</u></p> <p>NOTE: USE THIS FAX COVERSHEET <u>ONLY</u> FOR THE SPECIFIED DOCUMENT TYPE. DO NOT USE IT FOR ANY OTHER DOCUMENT TYPES.</p>

Step #	Process Step Description
D	<p>Once the document has been received and process by the system, it will appear under the <u>Uploaded Documents</u> section on the screen.</p> <div data-bbox="370 321 787 573"><p>The screenshot shows a box titled "Uploaded Documents". Inside, there is a green checkmark next to the text "Form 4506-T.pdf". Below this, it says "IRS Form 4506-T" and "Uploaded 03/31/2010". To the right of the document name is a "delete" link. Below the document information is a "View Document" link.</p></div> <p>NOTE: Depending upon the size of your fax, the speed of the fax machine, and the bandwidth of the outgoing fax phone line, this step may take anywhere from several minutes to an hour.</p> <p>NOTE: Click on the 'Refresh This List' link to refresh the page and, if the document has loaded, the page will now show your faxed in document.</p>