



Gateway's Broker Portal



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Gateway Broker Portal

How to register

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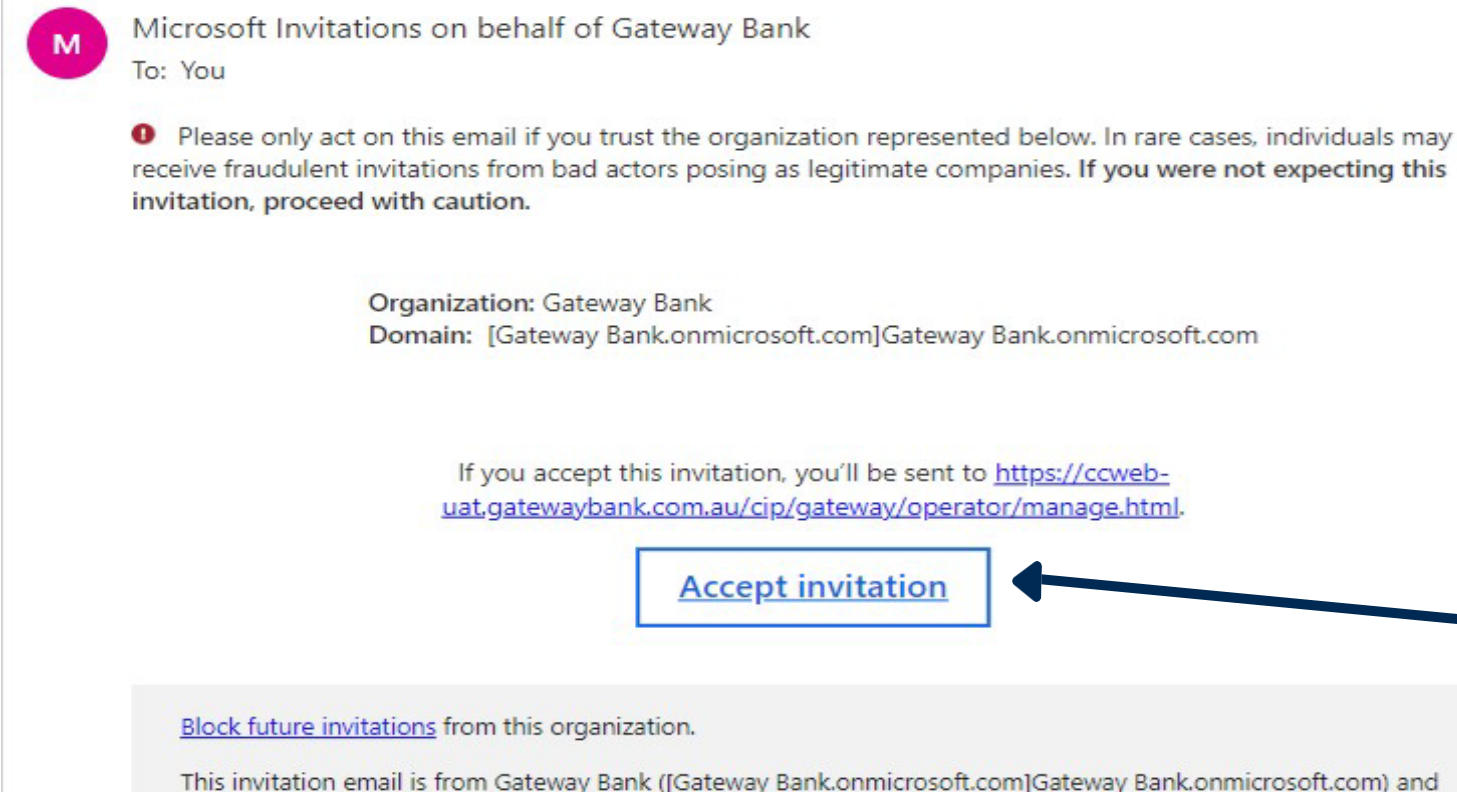


**For your pocket
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How to register for Gateway's broker portal

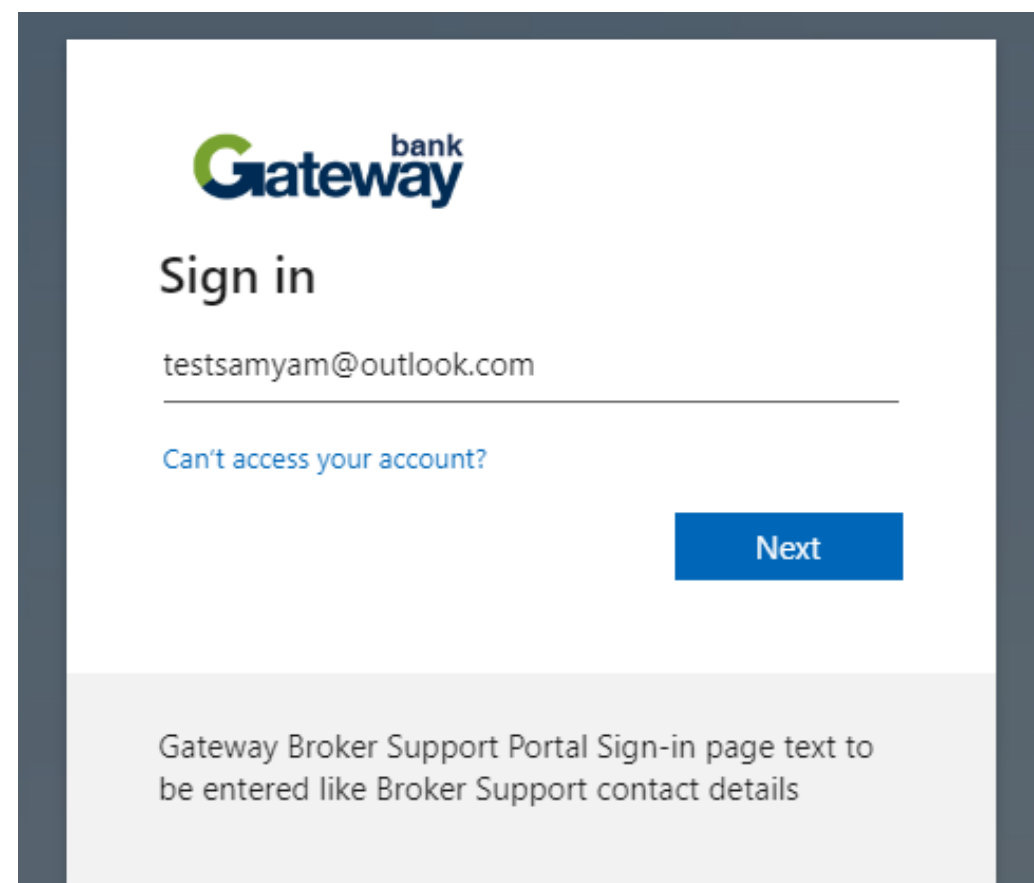
Google and Microsoft Outlook Users

Gateway Bank invited you to access applications within their organization



Step 1

- You will receive an invitation from Gateway Bank to register for the Broker Portal.
- The invitation will come via email
- You will need to click the button 'Accept invitation' to register your access.



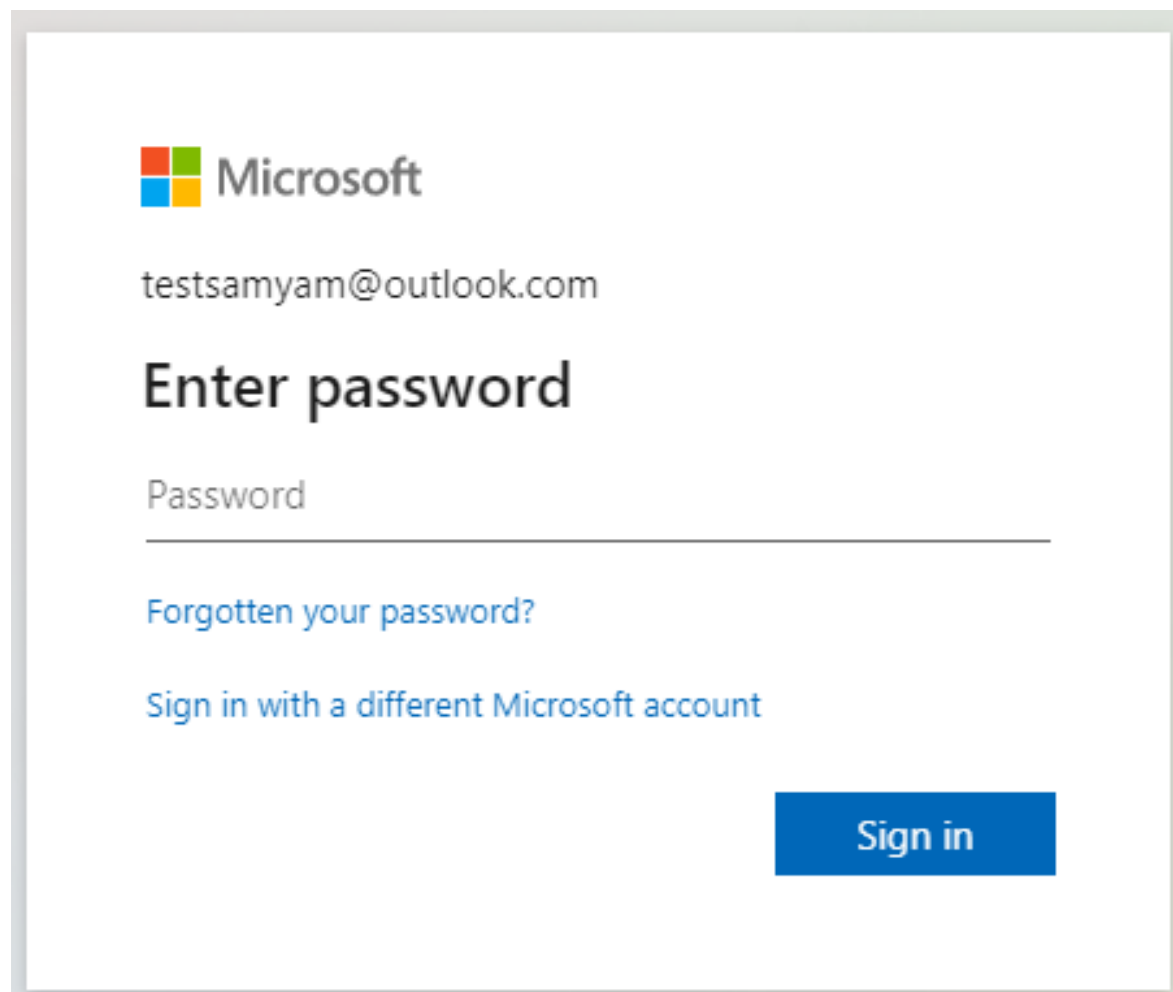
Step 2

- You may receive this pop-up box to review permissions
- Sign in using your email address

Step 3

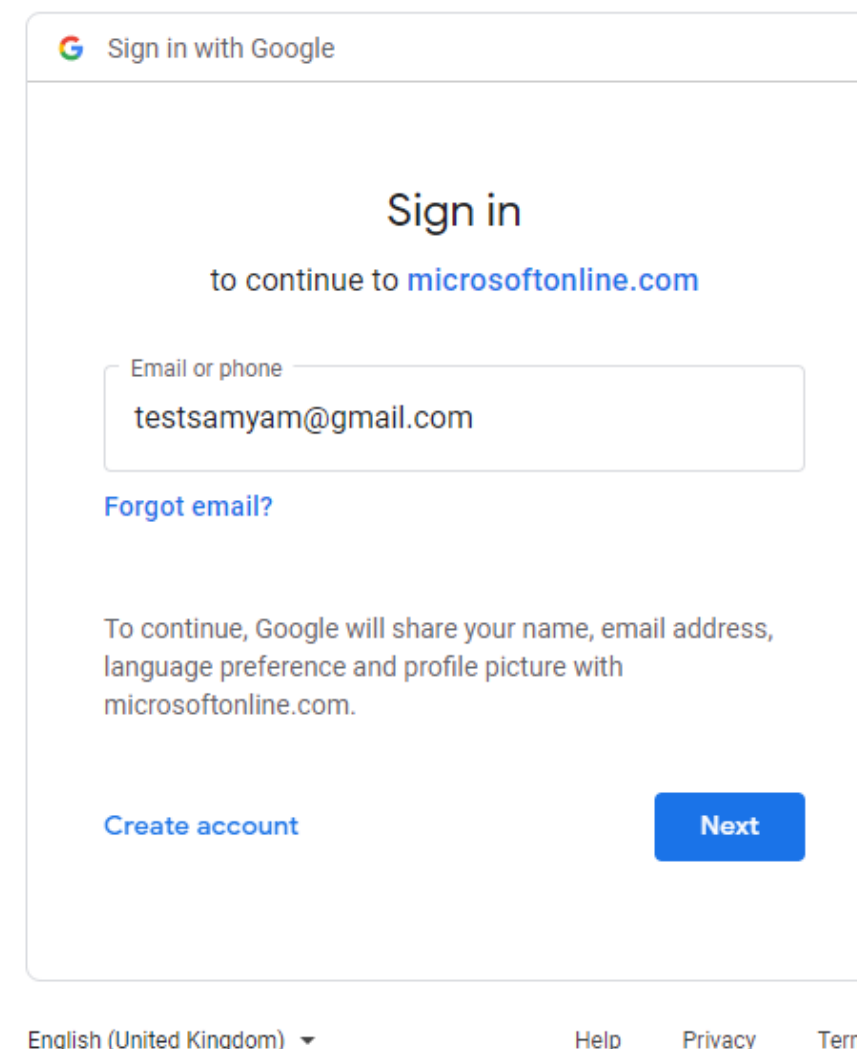
Please note that during the sign-in process, it may be necessary to authenticate your email account login credentials. Please use the same credentials you use to login to your email account if required.

Microsoft Users:

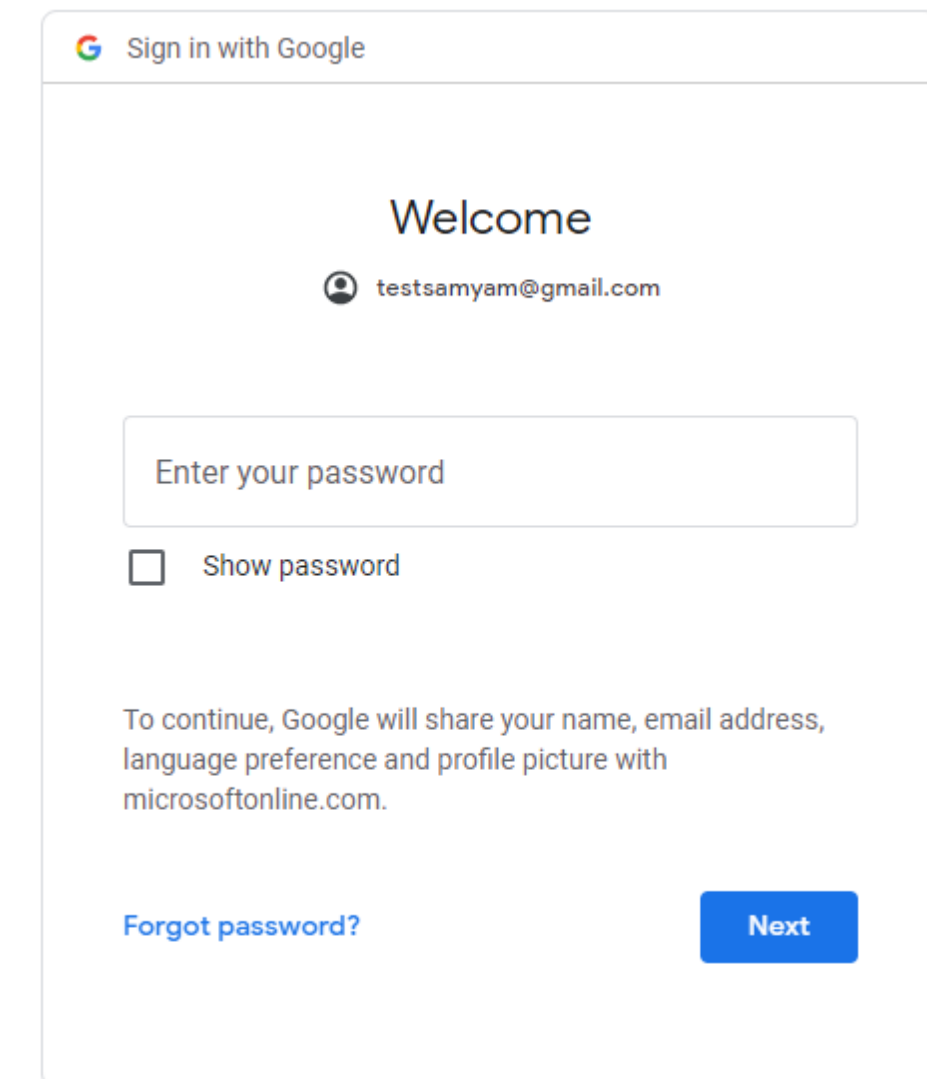


The Microsoft sign-in page features the Microsoft logo at the top left. Below it, the email address 'testsamyam@outlook.com' is displayed. The main heading is 'Enter password'. There is a password input field with the placeholder text 'Password'. Below the input field, there are two links: 'Forgotten your password?' and 'Sign in with a different Microsoft account'. At the bottom right, there is a blue 'Sign in' button.

Google Users:



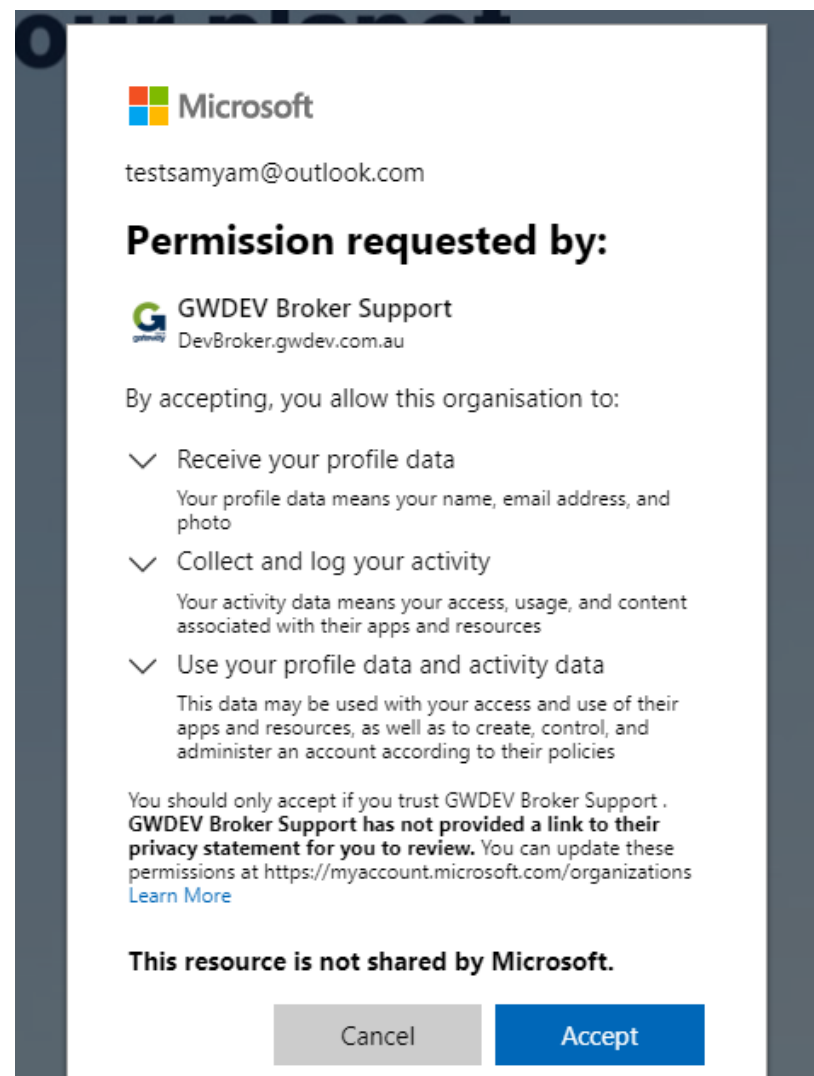
The Google sign-in page has a header with the Google logo and the text 'Sign in with Google'. The main heading is 'Sign in', followed by the text 'to continue to microsoftonline.com'. There is an input field for 'Email or phone' containing 'testsamyam@gmail.com'. Below this field is a link for 'Forgot email?'. A paragraph states: 'To continue, Google will share your name, email address, language preference and profile picture with microsoftonline.com.' At the bottom, there are two buttons: 'Create account' and 'Next'.



This version of the Google sign-in page shows a user profile. The header includes the Google logo and 'Sign in with Google'. The heading is 'Welcome', followed by a user icon and the email 'testsamyam@gmail.com'. There is a password input field with the placeholder 'Enter your password'. Below it is a checkbox labeled 'Show password'. A paragraph states: 'To continue, Google will share your name, email address, language preference and profile picture with microsoftonline.com.' At the bottom, there are two buttons: 'Forgot password?' and 'Next'.

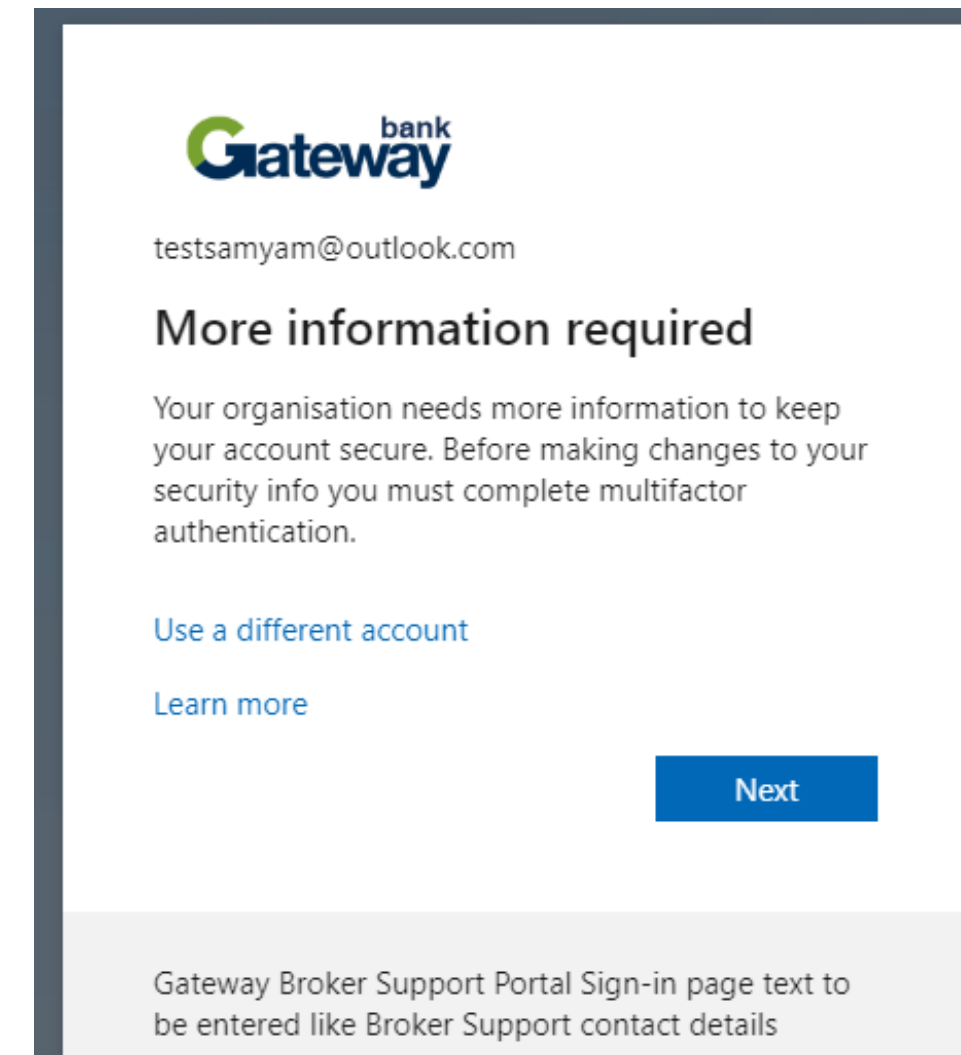
Step 4

Accept the permission set by Gateway



Step 5

Click on next to go through the authentication process



Step 6

For Step 6 there are 2 options:

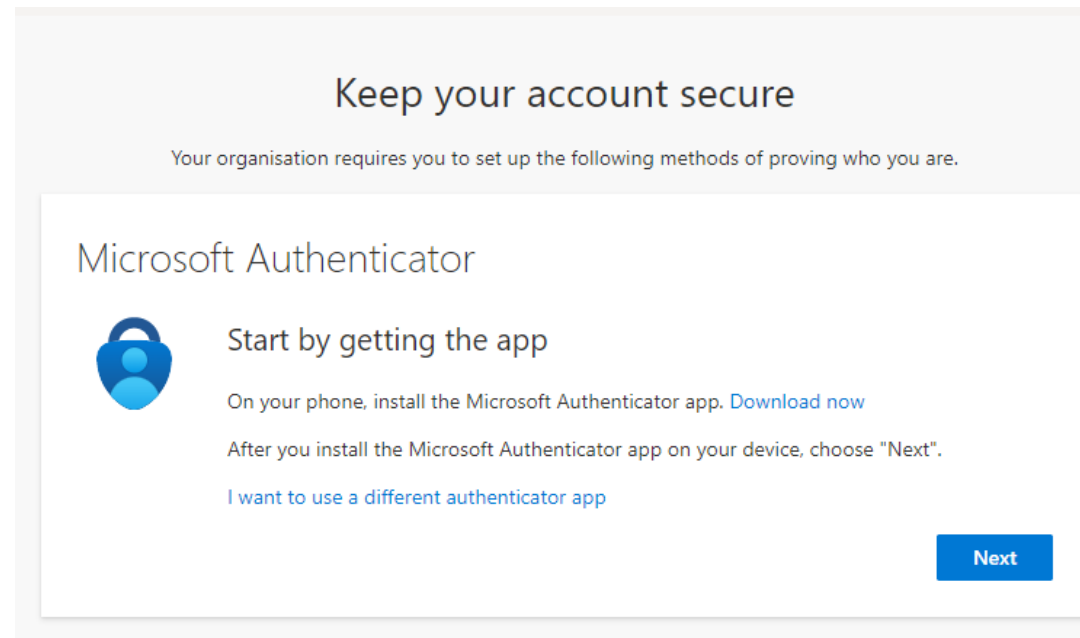
Option 1 (Slide 8): Download Microsoft Authenticator Application in your Mobile device (please Note Brokers have the option to use different authenticator application as well)

Option 2 (Slide 9): Alternate Authenticator: Google Authenticator- Download Google Authenticator in your Mobile Device:
Click on "I want to use a different authenticator"

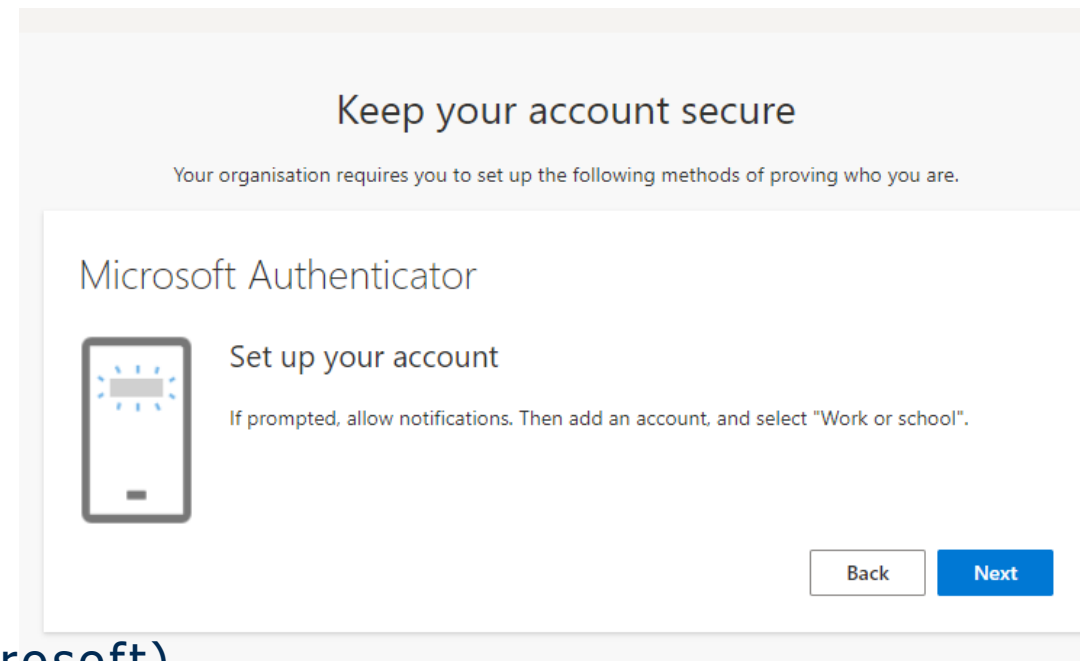
Step 6

Download Microsoft Authenticator Application in your Mobile device (please Note Brokers have the option to use different authenticator application as well)

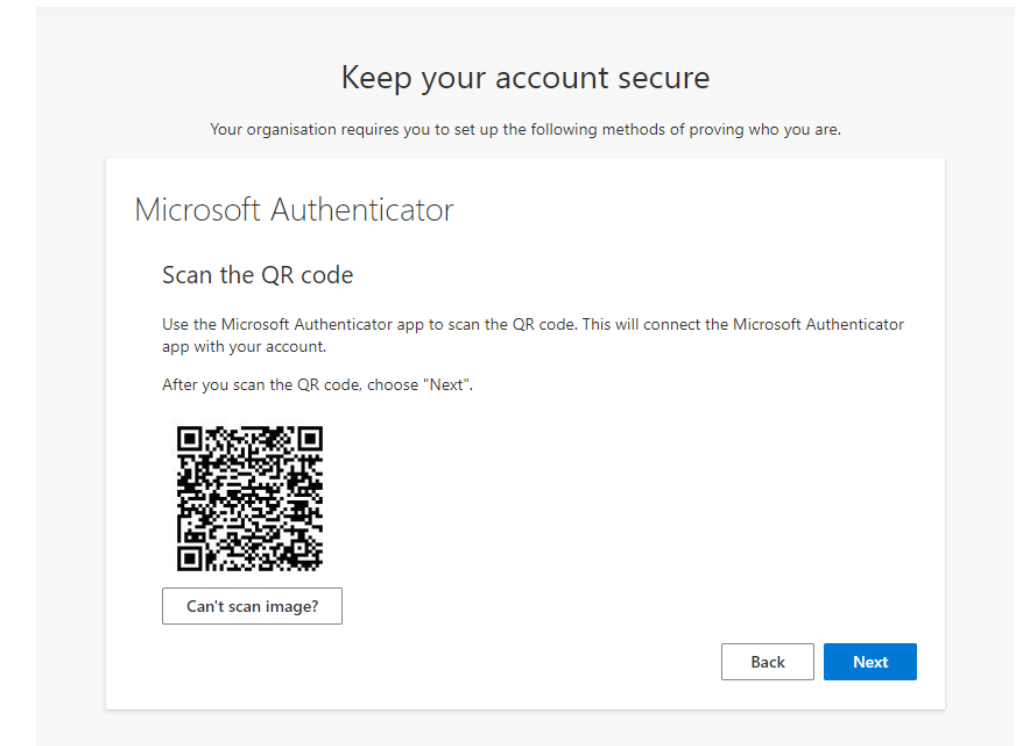
1



2

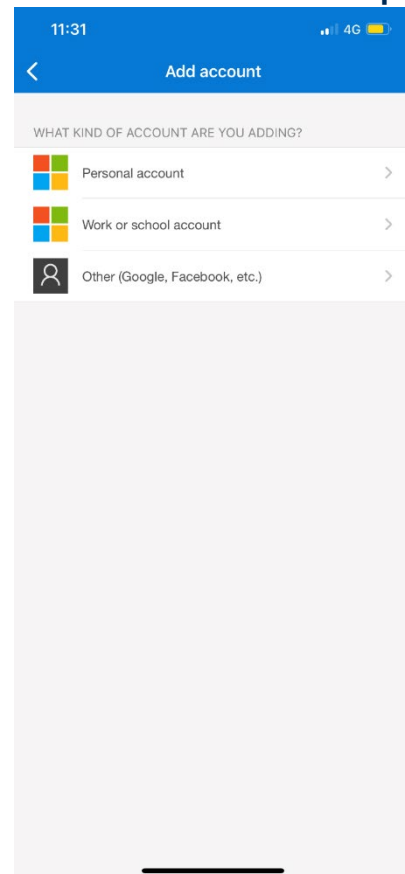


3

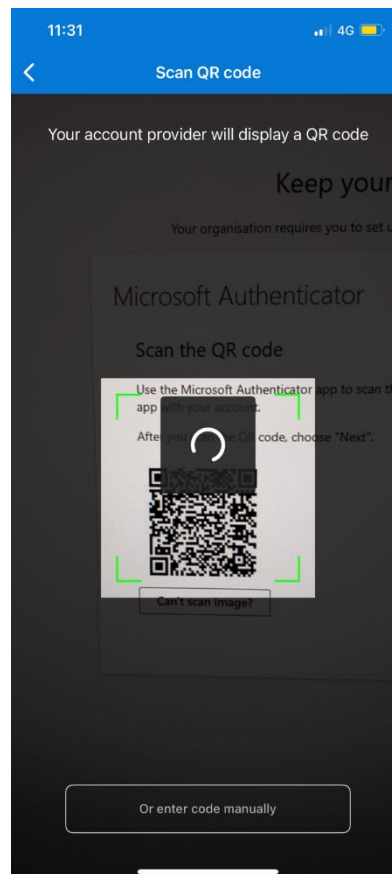


Authentication process in Authenticator App (Microsoft)

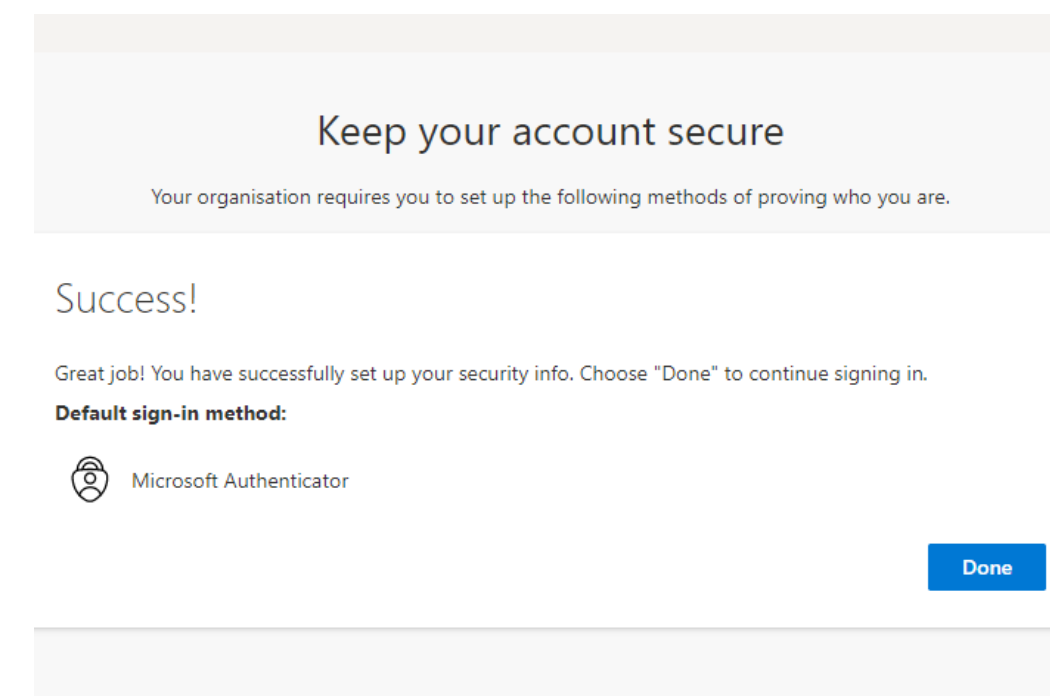
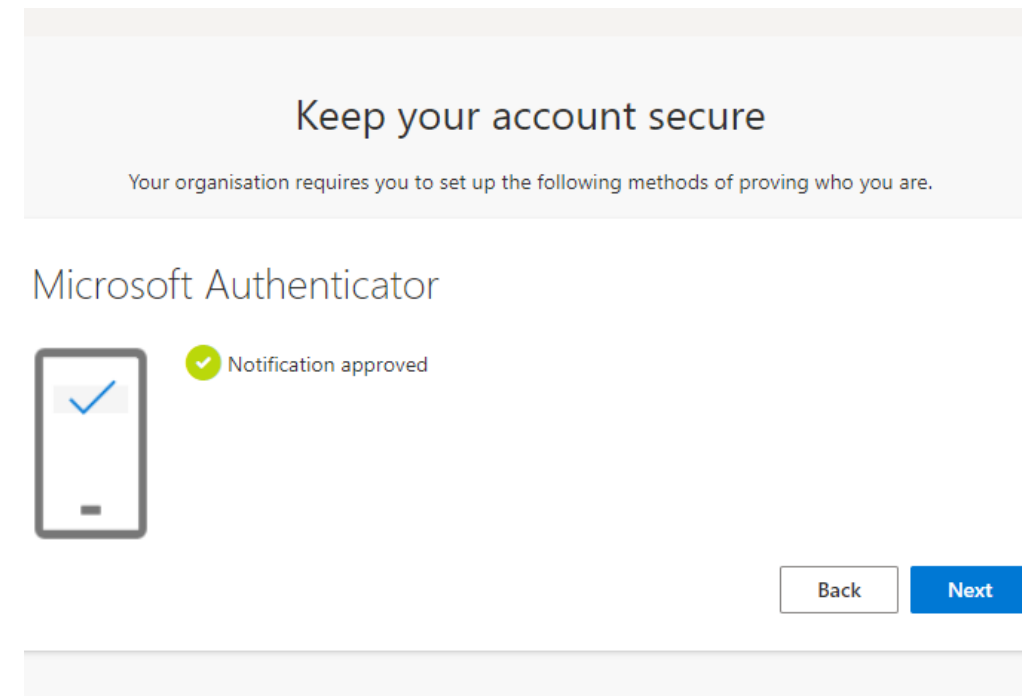
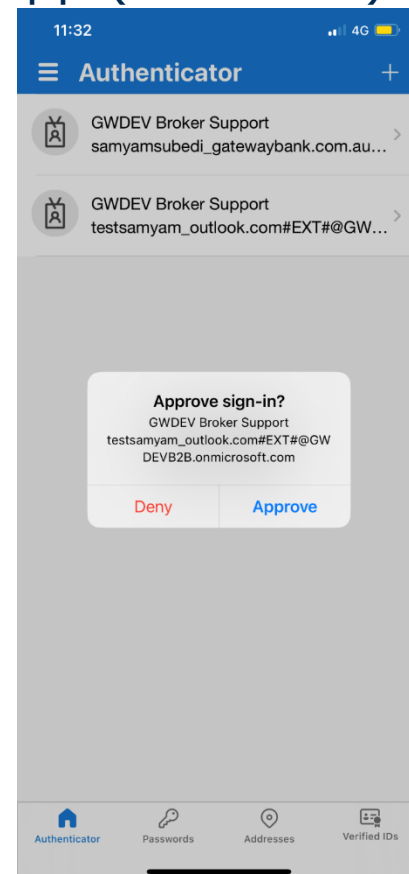
4



5



6

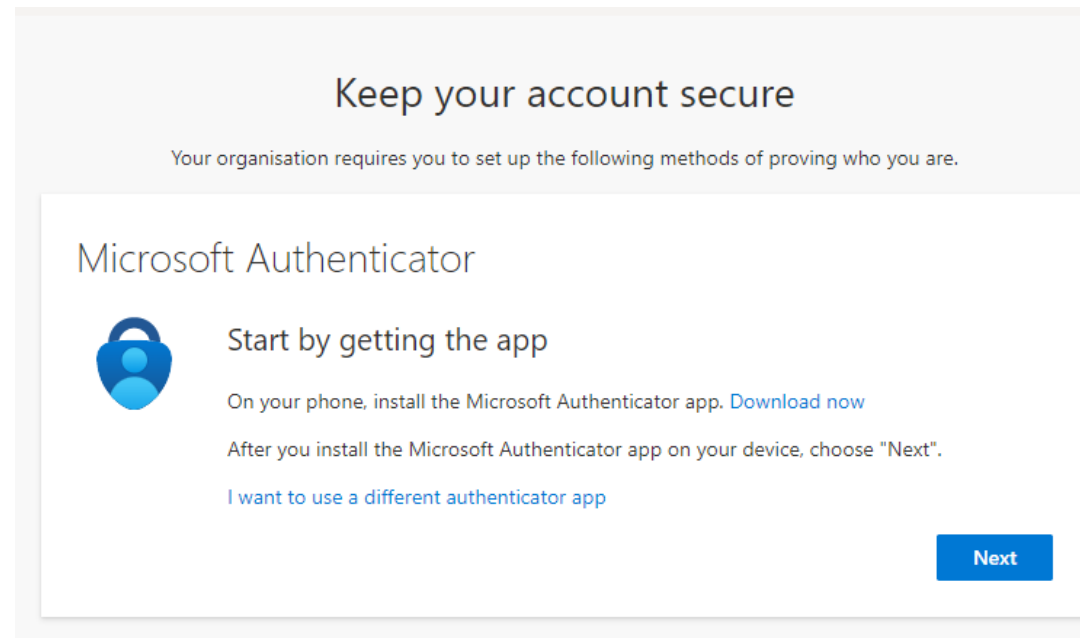


This process is to be followed when the broker is login in for the first time. The broker can login anytime again using the same invitation link.
Note: Please note thatthe brokers must be logged in to Outlook or Google via the browser they are trying to login.

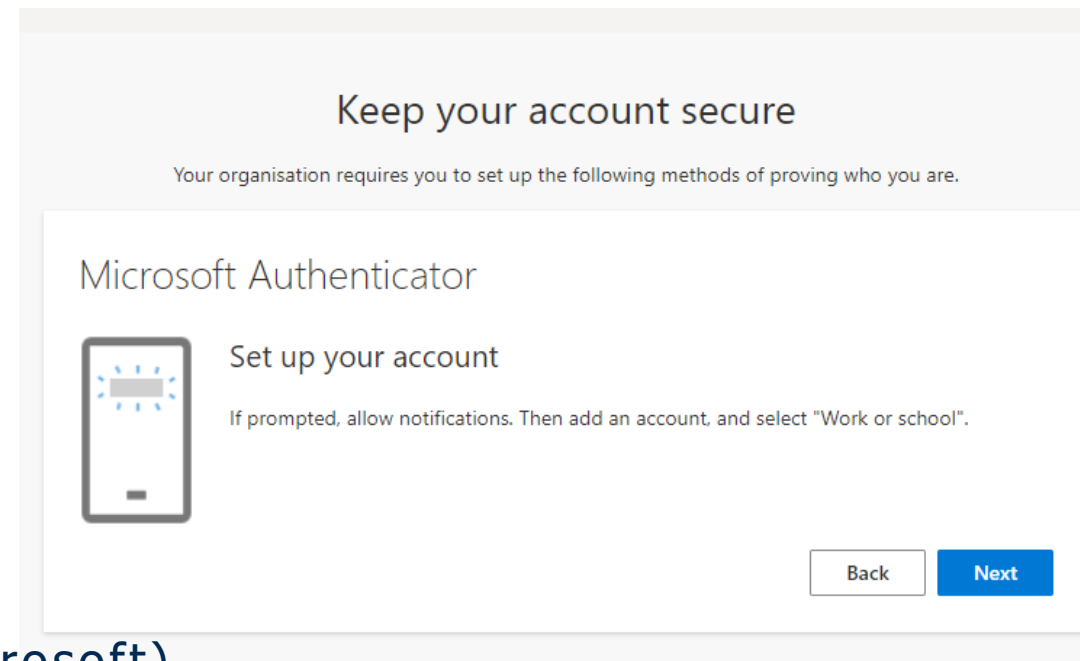
Step 6

Alternate Authenticator: Google Authenticator- Download Google Authenticator in your Mobile Device:
Click on "I want to use a different authenticator"

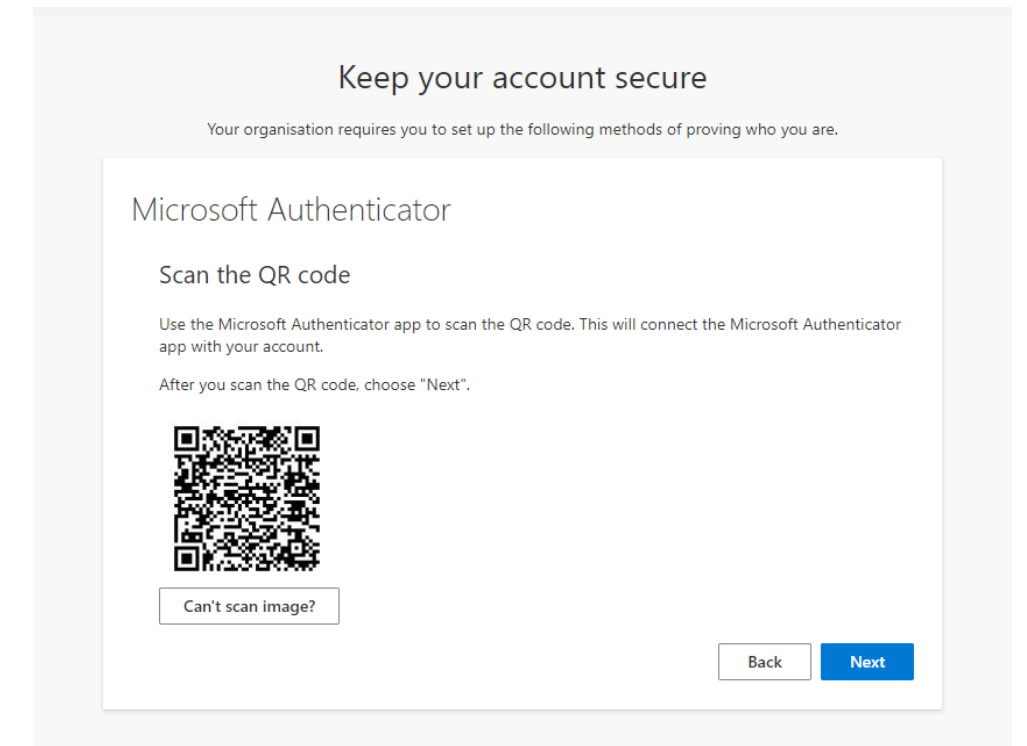
1



2

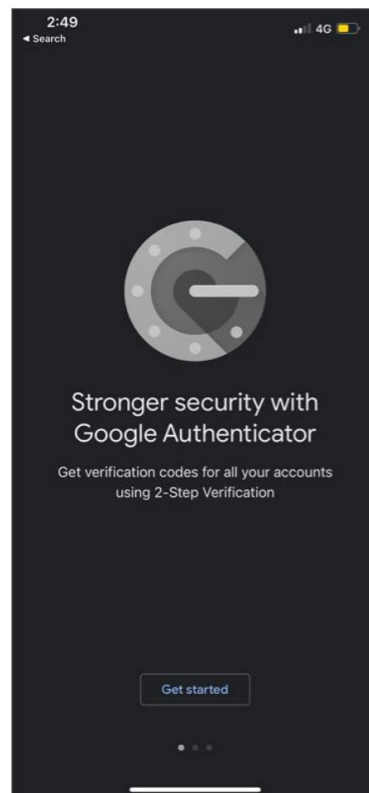


3

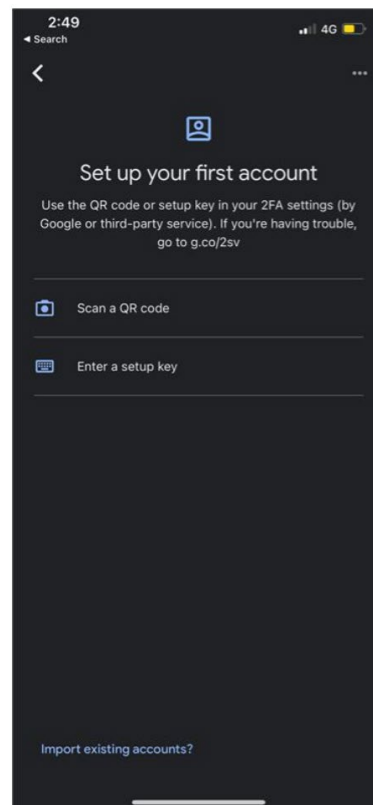


Authentication process in Authenticator App (Microsoft)

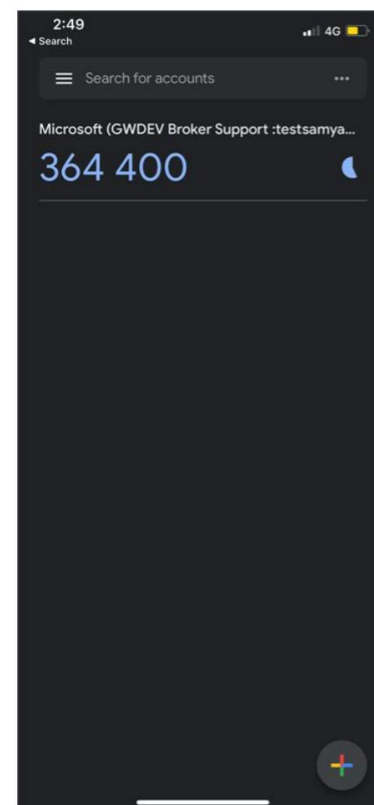
4



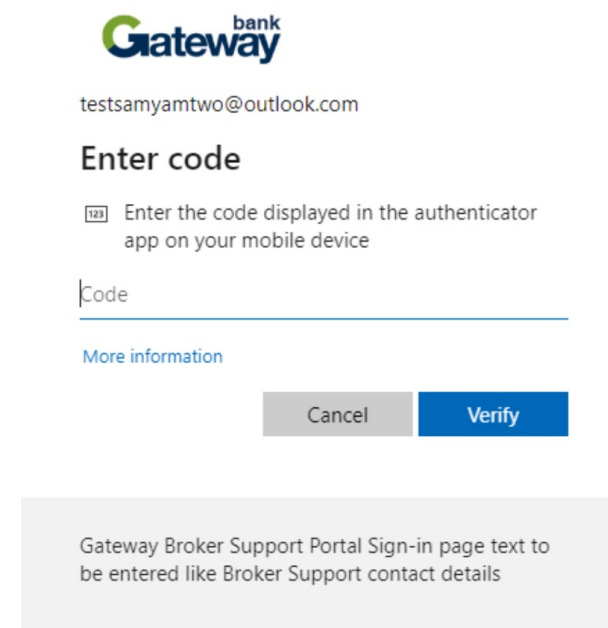
5



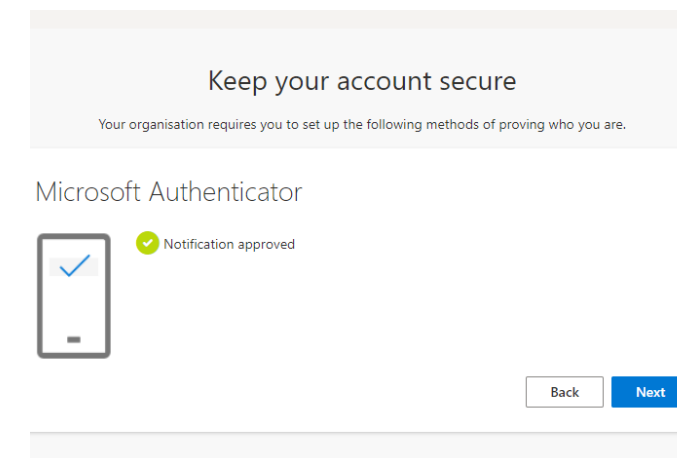
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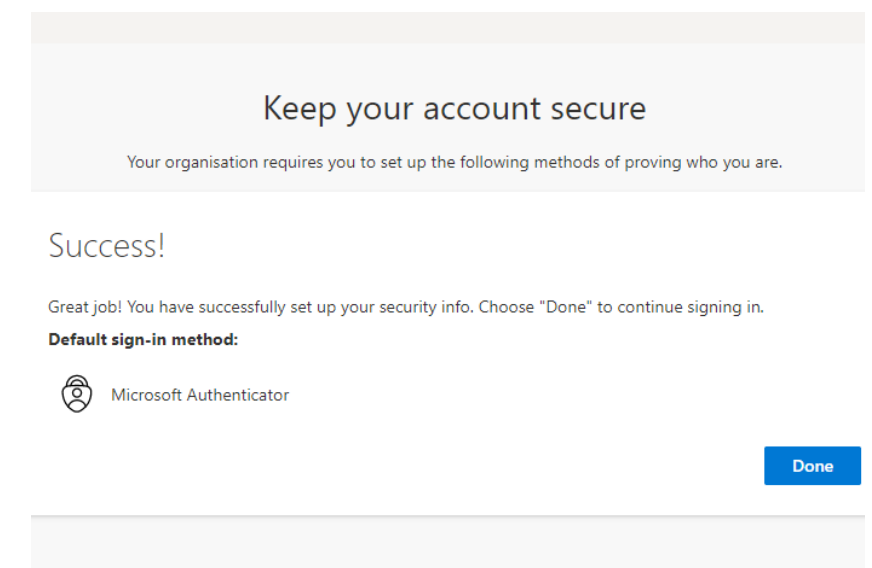
7



8



9



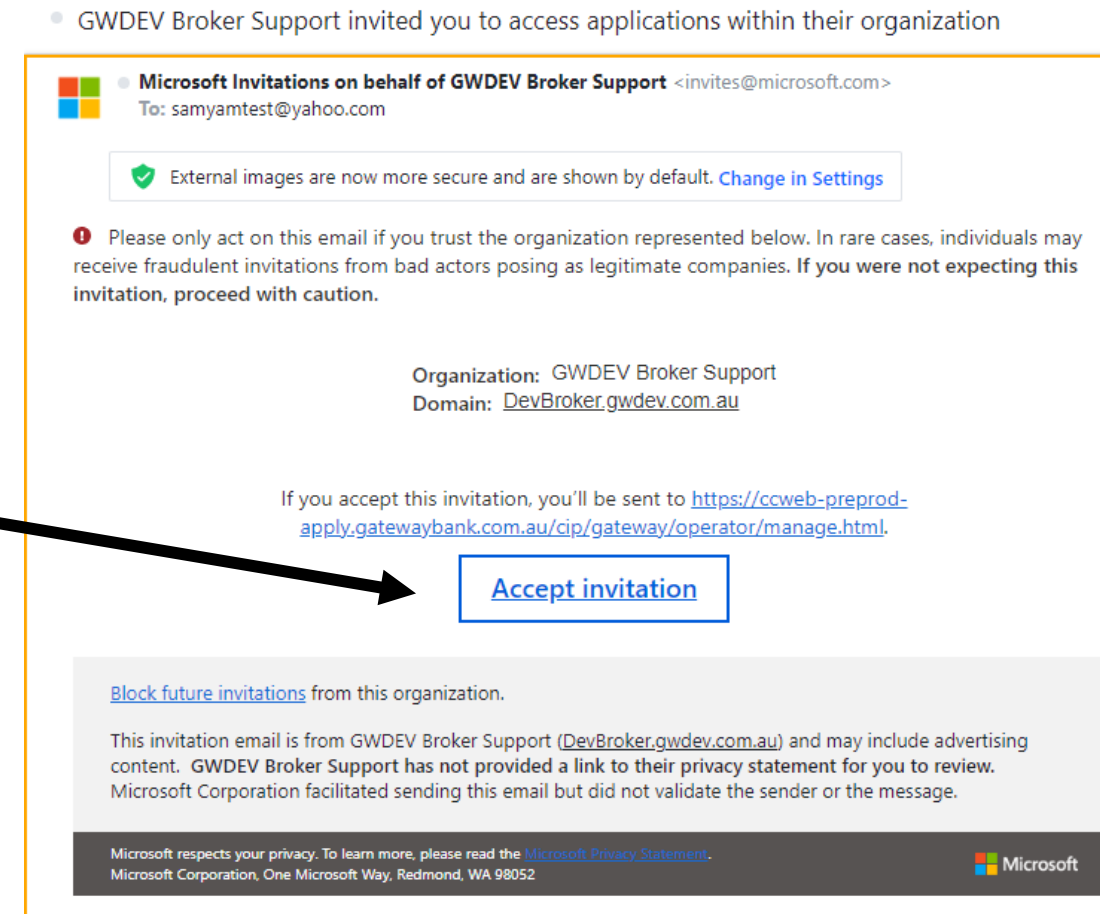
This process is to be followed when the broker is login in for the first time. The broker can login anytime again using the same invitation link.
Note: Please note thatthe brokers must be logged in to Outlook or Google via the browser they are trying to login.

How to register for Gateway's broker portal

Other Devices (Non-Google/Microsoft Outlook Users)
E.g., Yahoo

Step 1

Invitation Email: Accept Invitation via the email



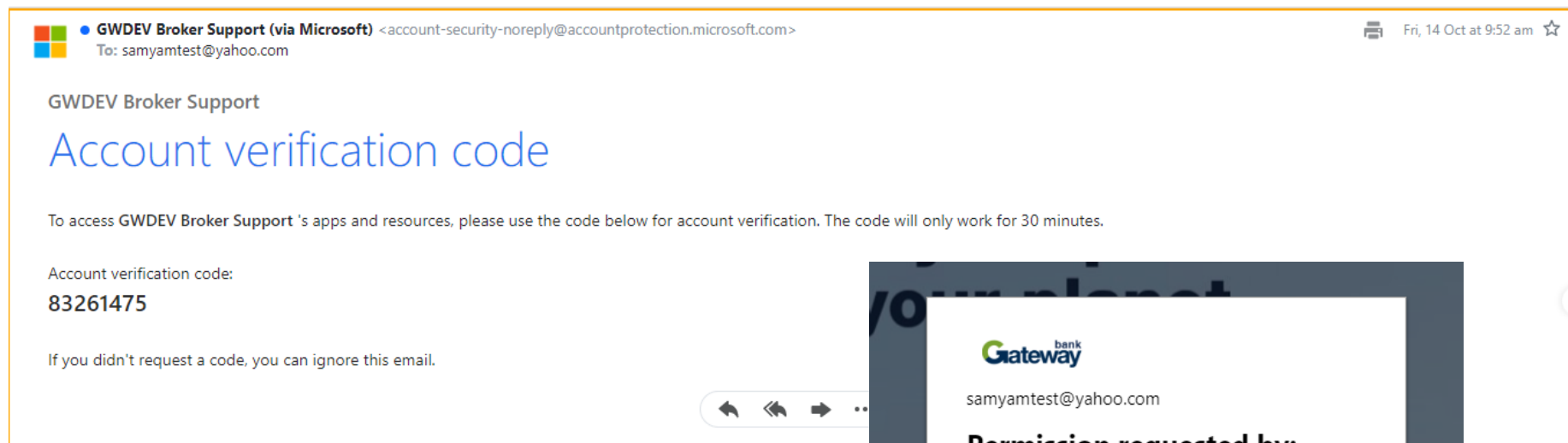
Step 2

Enter your User ID which is the email address

The screenshot shows the Gateway Bank Sign-in page. The Gateway Bank logo is at the top. Below it, the text "Sign in" is displayed. A text input field contains the email address "samyamtest@yahoo.com". Below the input field, there is a link "Can't access your account?". A blue button labeled "Next" is positioned to the right of the input field. At the bottom of the page, there is a section titled "Sign-in options" with a key icon.

Step 3

Enter 8-digit verification Code Sent to Email and accept the permission set by Gateway Bank.



← samyamtest@yahoo.com

Enter code

We just sent a code to samyamtest@yahoo.com

83261475|

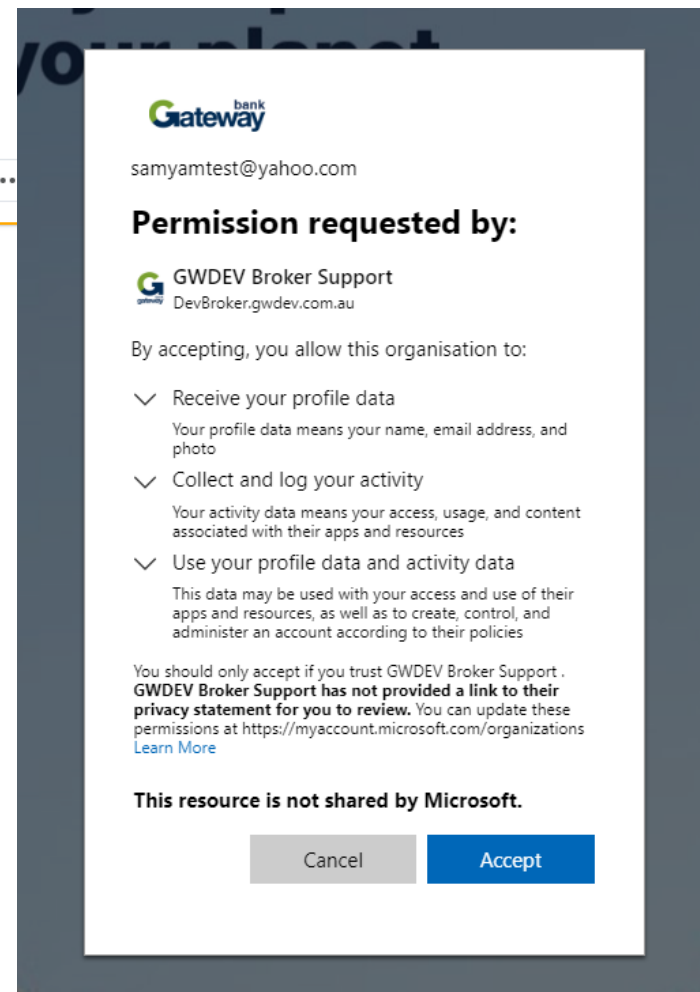
Sign in

Step 4

Follow the same steps from Step 3 as Google and Microsoft users.

Note: Please note you are only prompted to use verification code as well as the authenticator app if you are not a Google or Microsoft user.

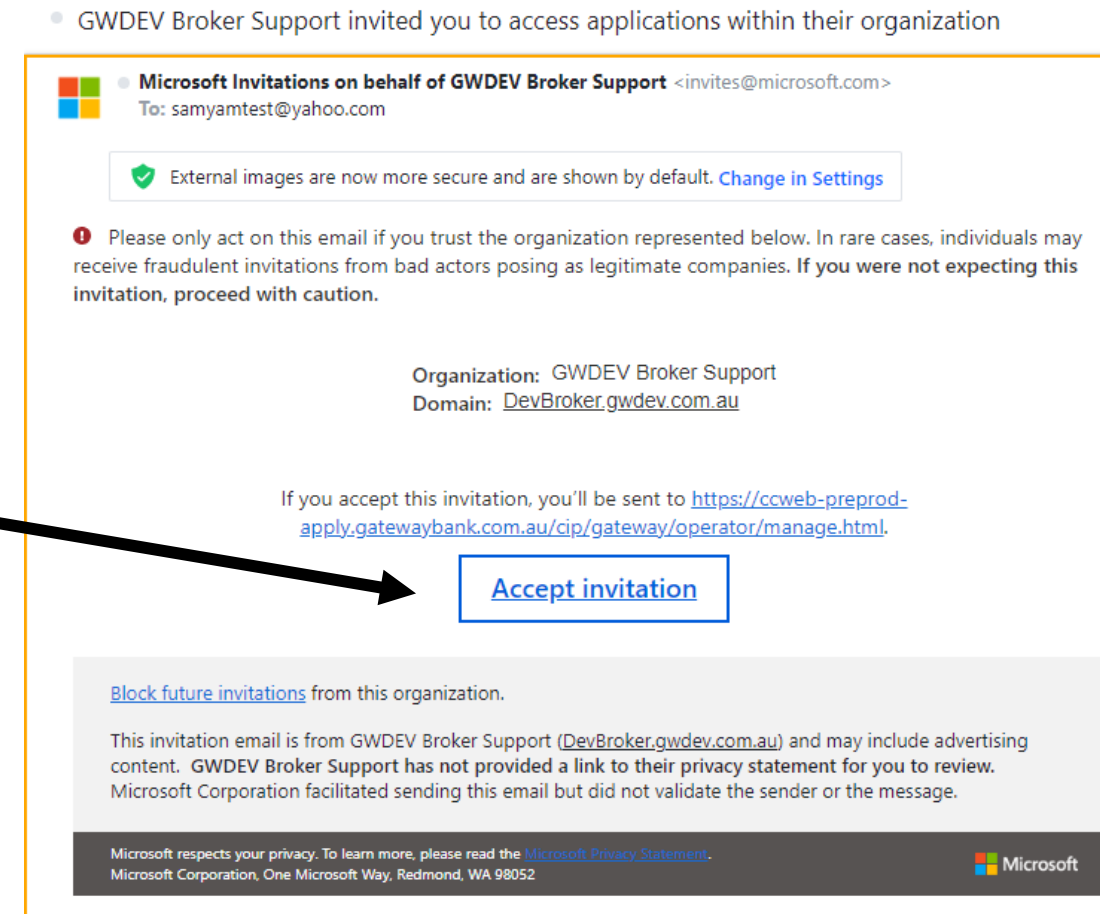
Follow the same process every time you log in.



Previous Method – With Password

Step 1

Invitation Email: Accept Invitation via the email



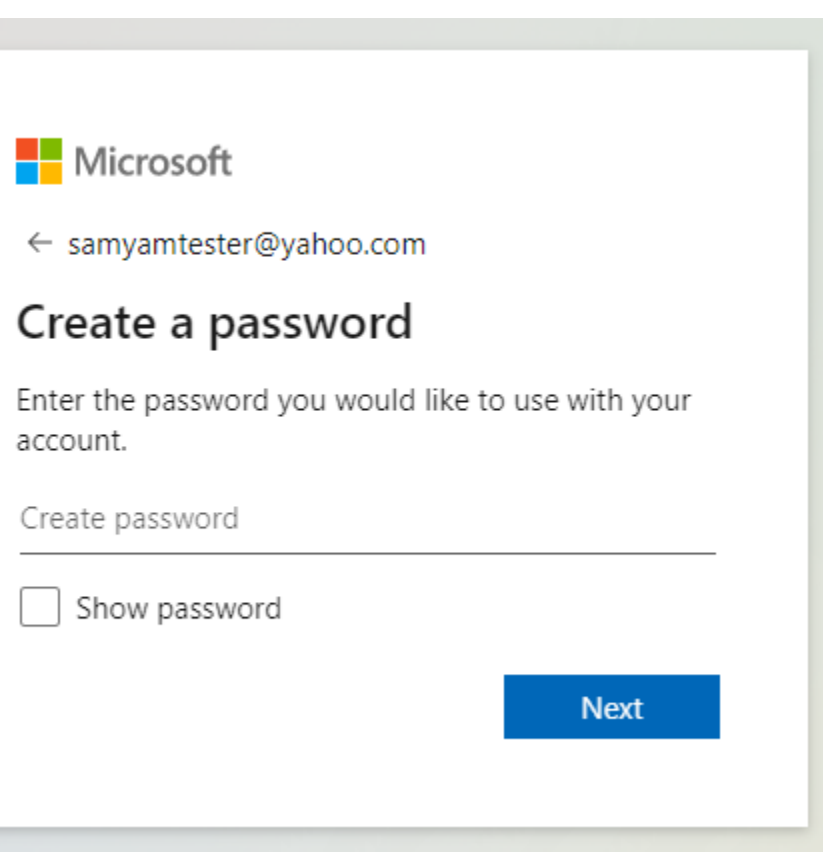
Step 2

Enter your user ID which is the email address

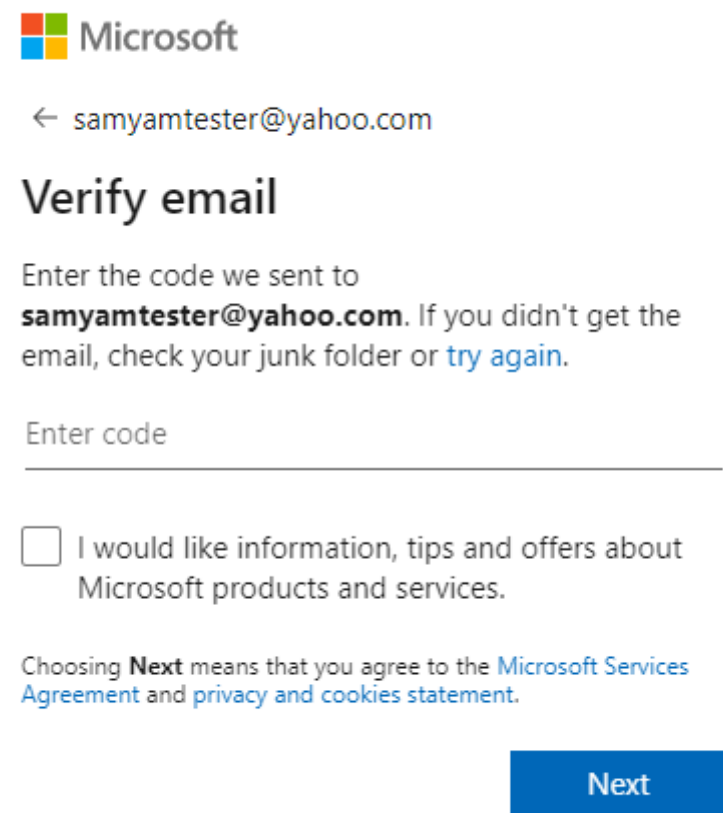
The screenshot shows the Gateway Bank Sign-in page. The Gateway Bank logo is at the top. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'samyamtest@yahoo.com'. Below the input field, there is a link 'Can't access your account?'. A blue button labeled 'Next' is positioned to the right of the input field. At the bottom of the page, there is a section titled 'Sign-in options' with a key icon.

Step 3

You will then be prompted to create a new password and a verification code is sent to your email to verify the email.



This screenshot shows the 'Create a password' step of the Microsoft account registration process. It features the Microsoft logo, a back arrow, and the email address 'samyamtester@yahoo.com'. The main heading is 'Create a password', followed by the instruction 'Enter the password you would like to use with your account.' Below this is a text input field labeled 'Create password' and a checkbox for 'Show password'. A blue 'Next' button is positioned at the bottom right.

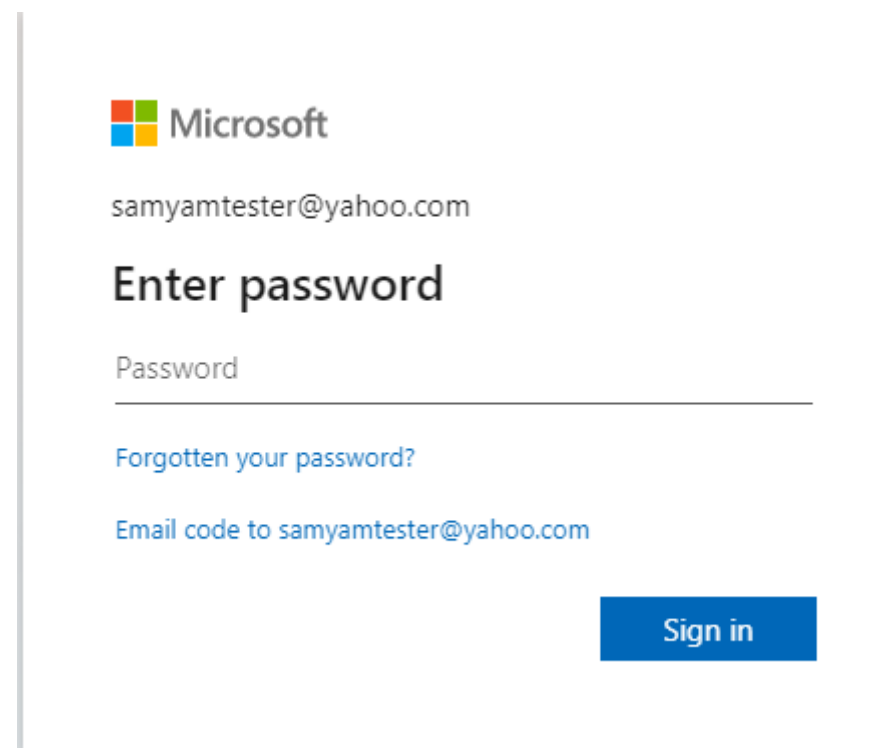


This screenshot shows the 'Verify email' step. It includes the Microsoft logo, a back arrow, and the email address 'samyamtester@yahoo.com'. The heading is 'Verify email', with instructions to 'Enter the code we sent to samyamtester@yahoo.com'. It features a text input field for the code, a checkbox for opting into Microsoft communications, and a link to the 'Microsoft Services Agreement and privacy and cookies statement'. A blue 'Next' button is at the bottom right.

Step 4

Follow the same steps from Step 3 as Google and Microsoft users.

Note: Please note you are only prompted to create a new password when registering the first time. You will be asked to enter your password after the first time when you complete the registration



This screenshot shows the 'Enter password' step. It features the Microsoft logo, the email address 'samyamtester@yahoo.com', and the heading 'Enter password'. There is a text input field for the password, a link for 'Forgotten your password?', and a link to 'Email code to samyamtester@yahoo.com'. A blue 'Sign in' button is located at the bottom right.

What about Password
recovery?

There are two options through which a broker can recover their password.

OPTION 1

Step 1

Click on "forgotten your password?"



Microsoft

testsamyam@yahoo.com

Enter password

Password

[Forgotten your password?](#)

[Email code to testsamyam@yahoo.com](#)

Sign in

Step 2

Email an 8-digit verification code to registered email.

Microsoft

We need to verify your identity

How would you like to get your security code?

☒ Email testsamyam@yahoo.com

[I have a code](#)

[I don't have any of these](#)

Cancel Get code

Microsoft account password reset

Microsoft account team <account-security-noreply@accountprotection.microsoft.com>
To: testsamyam@yahoo.com

Microsoft account

Password reset code

Please use this code to reset the password for the Microsoft account te**m@yahoo.com.

Here is your code: 6179091

If you don't recognise the Microsoft account te**m@yahoo.com, you can [click here](#) to remove your email address from that account.

Thanks,
The Microsoft account team

Reply, Reply all or Forward

Step 3

Enter the verification code.



Verify your identity

We've just sent a code to samyamtester@yahoo.com. Check your emails for a message from the Microsoft account team, and enter the code here.

Enter code

[Use a different verification option](#)

Cancel

Next

Step 4

Enter new password.



Reset your password

8-character minimum; case-sensitive

New password

Re-enter password

Cancel

Next

Step 5

Password will be changed successfully.



Security info updated

Summary of what you've completed:

Your password was changed

Sign in



testsamyam@yahoo.com

Enter password

Password

[Forgotten your password?](#)

[Email code to testsamyam@yahoo.com](#)

Sign in

After the recovery of your password, follow same steps from Step 3 as Google and Microsoft users to continue.

Note: The account is locked for 24 hours if the verification code is requested more than 4 times.

OPTION 2

Step 1

Click on "I don't have any of these"



Microsoft

We need to verify your identity

How would you like to get your security code?

☒ Email testsamyam@yahoo.com

[I have a code](#)

[I don't have any of these](#)

Cancel Get code

Step 2

Enter a recovery email account. A 4-digit code is to the recovery email account



Microsoft | Account

Recover your account

Which Microsoft account are you trying to get back into?

Email, phone or Skype name

testsamyam@yahoo.com

Note: If you've turned on two-step verification, you can't recover your account this way.

Where should we contact you?

Enter an email address that's different from the one you're trying to recover.

Contact email address

testsamyam@outlook.com

If you don't have another email address, [create a new one with Outlook.com](#)

Enter the characters you see

[New](#) | [Audio](#)

GMHX

GMHXS

Next

Step 3

Enter the 4-digit code.

We've just sent a code to testsamyam@outlook.com.

Check your emails for a message from the Microsoft account team, and enter the code here.

Verify

Cancel

Step 4

Fill in more information as required.

 Microsoft | Account

Account recovery for testsamyam@yahoo.com

Tips to get back into your account:

If possible, answer these questions from a device and location that you've used before with this account. On the following pages, answer as many questions as you can. If you don't know an answer, just try your best guess.

First Name

Surname

Birth date

Day Month Year

Country/region where you created your account

Australia

State/Territory

Select...

Postal Code

Next

Back

 Microsoft | Account

Account recovery for testsamyam@yahoo.com

Other passwords you've used for this account (one per text box)

[Add another password](#)

Have you used any of the Microsoft products below with your account before? Tick all that apply.

☐ Outlook.com or Hotmail

☐ Skype

☐ Xbox

Have you ever purchased something from Microsoft before, such as software, a device or a subscription?

☒ No

☐ Yes

Next

Back

Step 5

Microsoft will send an email to the recovery account entered in Step 2 if more information is required to recover the account

 Microsoft | Account

Your information has been submitted

We'll send an email to testsamyam@outlook.com to let you know if you've provided enough information to recover your account. It usually takes us about 24 hours information submitted.

OK

Note: It usually takes up to 24 hours to review the information

Any questions?

Phone: 1800 752 575 (please quote your Broker ID)

Email: support@gatewaybank.com.au



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& your planet**