

Version 3.9 / 05.2024

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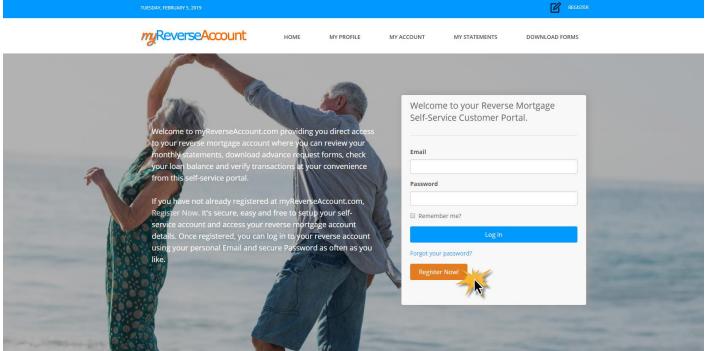
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1. Get Started

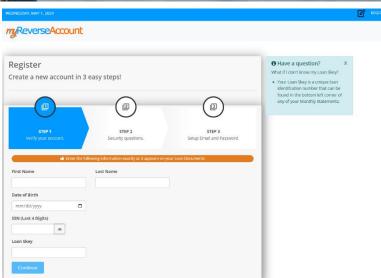
1.1 Enroll at myReverseAccount.com®

If you are not already using myReverseAccount.com® to access your reverse mortgage loan account, Enroll Now. It's simple, secure and free to setup an online account and gain access to your reverse mortgage details. Once enrolled, you can return as often as you wish and simply log in to your account using your personal User ID and secure Password. This User Guide is proprietary and confidential - Do not duplicate or distribute.

- 1. Type www.myReverseAccount.com in your web browser and click Enter
- 2. Click the **Register Now** button in the Login section of the Welcome page

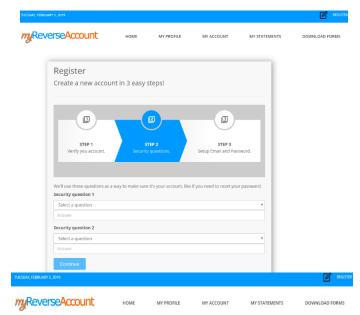


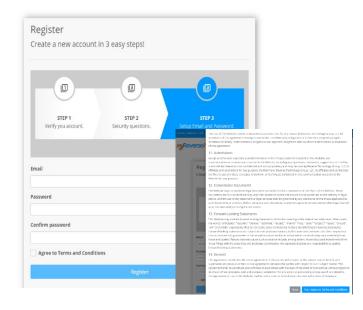
- 3. Enter your **First** and **Last Name** as they appear in your loan documents.
- 4. Enter your Date of Birth
- 5. Enter the last 4 digits of your SSN.
- 6. Enter your Loan Skey. For help locating this information, refer to the instructions on the right side of the page.
- Choose to proceed using your Loan Number or your Loan Skey and click the corresponding radio button
- 8. Click Continue

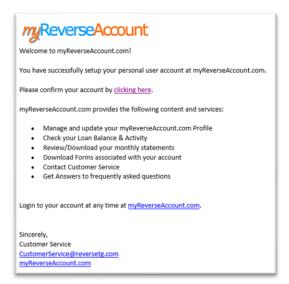


- Select TWO Security Questions and enter your answers
- 10. Click Continue

- 11. Enter your **Email** address (*Note:* Your new account information will be emailed to you upon completing your registration)
- 12. Create a Password that you can easily remember but others cannot easily guess. Passwords must be at least 8 characters long, contain a special character (#!\$ etc..) and at least one uppercase letter
- 13. Retype your **Password** to Confirm.
- 14. Click on the check box beneath your password confirmation to read the **Terms** and **Conditions** of myReverseAccount.com®. On the bottom of the page, you will have the option to "Agree to the Terms and Conditions" of the site. You may, however, choose to click "Close" if you do not want to continue with the registration process.
- 15. Click **Register** to generate your Welcome Email
- 16. IMPORTANT: Check your email for the Welcome Email from myReverseAccount.com®. and <u>click the link to authenticate</u> and complete your registration. You have now successfully setup your account with myReverseAccount.com®







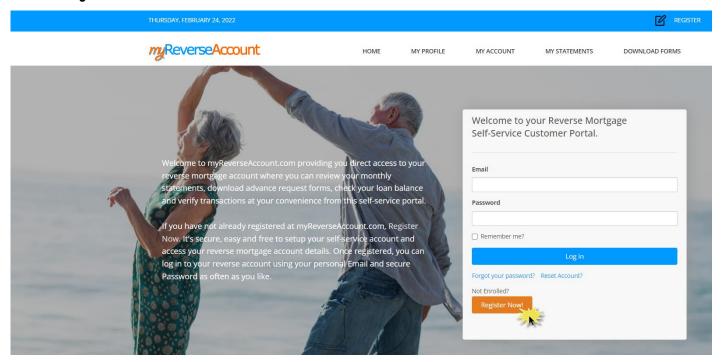
Access Your Account

2. Access Your Account

2.1 Access Your Account

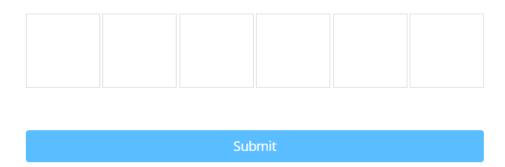
If you have already registered at myReverseAccount.com®, you will be able to login to access your reverse mortgage loan account whenever you wish. Check your loan balance, review your monthly statements, download advance request forms and verify transactions all from a central location at your own convenience.

- 1. Type www.myReverseAccount.com in your web browser and click Enter
- 2. Enter your **Email** and **Password** in the log in section of the Welcome page
- 3. Enter your MFA verification code
- Click Log In.



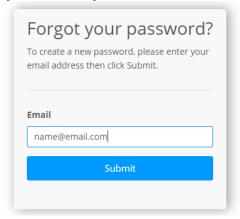
A email with your security code has been sent to (tho*****@******il.com)

If you have not received the verification code please <u>click here</u> to resend the code.



Access Your Account

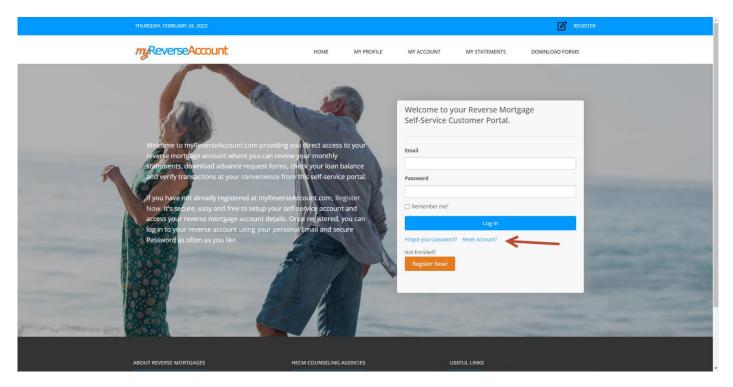
Tip: If you happen to forget your password, click on the Forgot Your Password? link below the log in fields and an email will be sent to you to Reset your Password



2.2 Reset Your Account

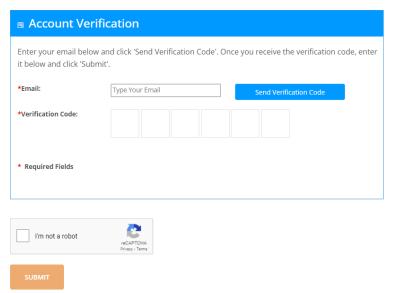
If you already have a myReverseAccount and need to reset your account, you can do so by simply using the 'Reset Account?' button on the home page.

- 1. Type www.myReverseAccount.com in your web browser and click Enter
- 2. Click Reset Account? which will take you to the 'Reset Account' page.

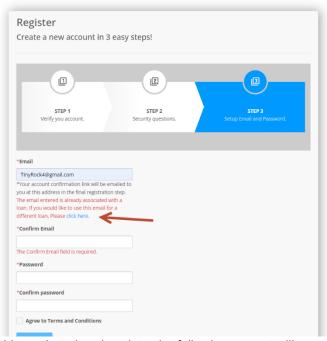


3. Enter your email address and click Send Verification Code

Reset Account



- 4. An email will be sent to your email address containing the verification code.
- 5. Entering your email address, verification code, clicking the **reCAPTCHA** box, and clicking **SUBMIT** will reset your account allowing for re-registration.
- 6. Additionally, a link to the Reset Account page exists within the 3rd step of the registration process.

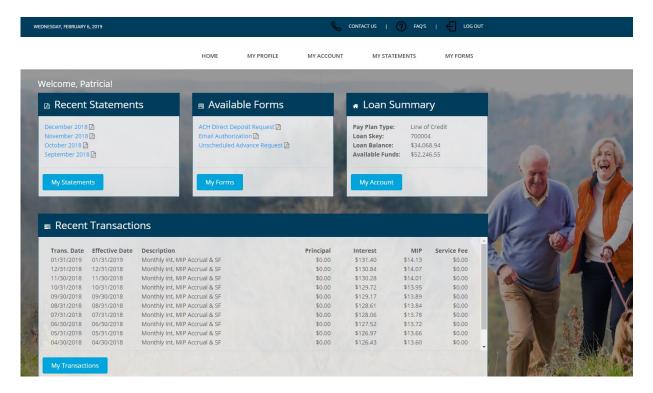


- 7. If you enter an email address that already exists, the following prompt will occur
- 8. If you use the **click here** link, you will be directed to the Reset Account page.

2.3 Review Your Dashboard

Your Dashboard provides you with easy access to your reverse account information and statements.

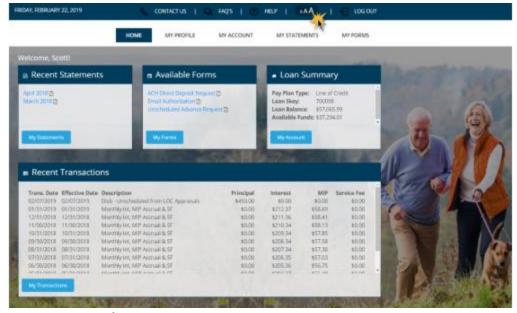
- Login to myReverseAccount.com®
- 2. Review your **Dashboard**



2.4 Increase Your Font Size

If you prefer reviewing your account information in a larger font, you can make a quick and easy font size adjustment.

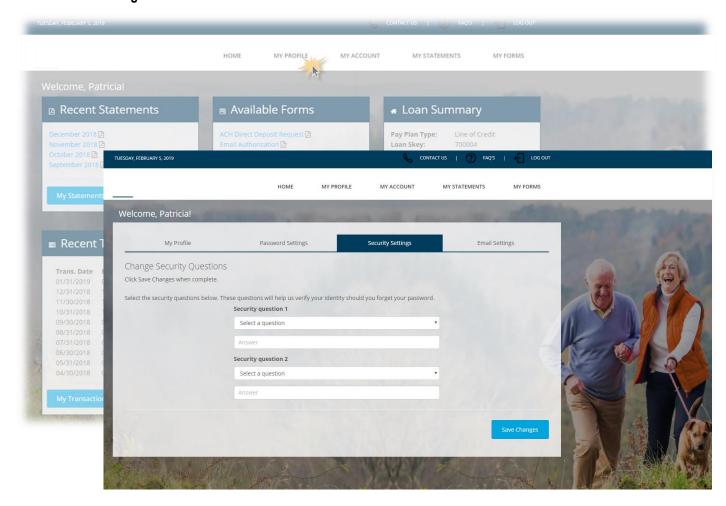
- 1. Login to myReverseAccount.com®
- 2. Click on one of the three As in the top menu (AAA) The font will automatically adjust corresponding to which A you select



2.5 Change Your Profile Information (Email, Password, etc.)

You can easily update your Email, Password and Security Questions in your Account Profile at any time. For your security, you will receive email confirmations for any changes made to this information.

- 1. Login to myReverseAccount.com®
- 2. Click on My Profile
- 3. Click the tab for the item(s) you wish to change
- 4. Make your desired changes
- 5. Click Save Changes

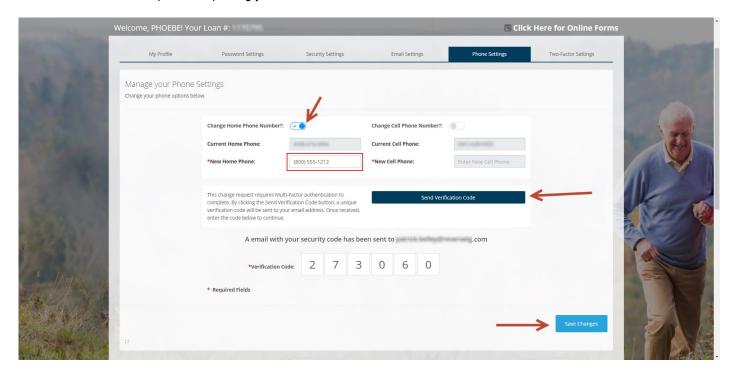


2.6 Change Your Phone Settings

You can update your Home Phone Number and/or Cell Phone Number in your Account Profile at any time. For your security, you will receive email confirmations for any changes made to this information.

Note: This change request requires Multi-Factor authentication to complete.

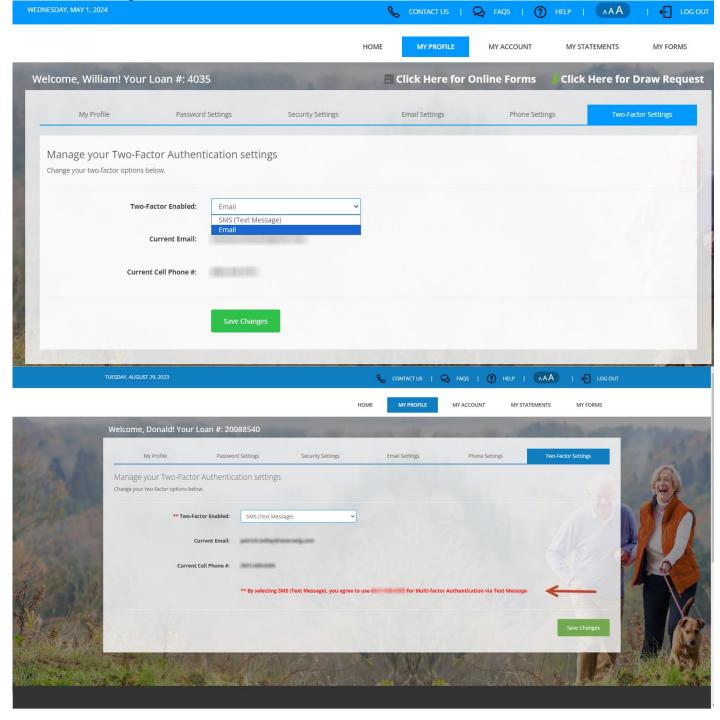
- 1. Login to myReverseAccount.com®
- 2. Click on My Profile
- 3. Click the Phone Settings tab4. Click the Change Home Phone Number switch to "On"
- 5. Enter the new home phone number
- 6. Click Send Verification Code
- 7. Enter the code included in the email you received in the Verification Code boxes
- 8. Click **Save Changes** to apply to your account
- 9. Perform the same steps when updating your Cell Phone Number



2.7 Manage your Two-Factor Authentication settings

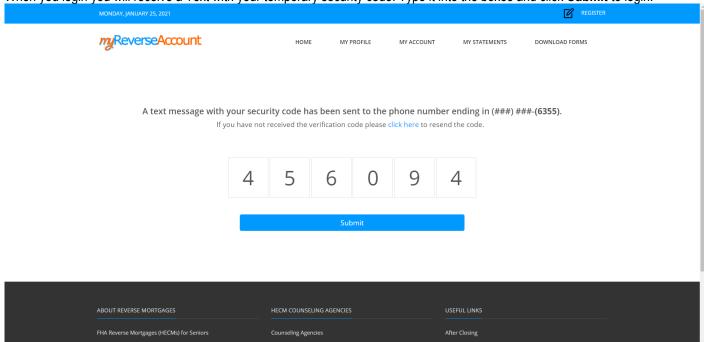
You can configure your login to require Two-Factor Authentication in your Account Profile at any time for additional security. The choices are SMS (Text message to your cell phone) or Email (Email will be sent for you to confirm).

- 1. Login to myReverseAccount.com®
- 2. Click on My Profile
- 3. Click on Two-Factor Settings
- 4. Make your desired selection in the Two-Factor Enabled box
- 5. Click Save Changes



Here's an example of what will happen when selecting **SMS**:

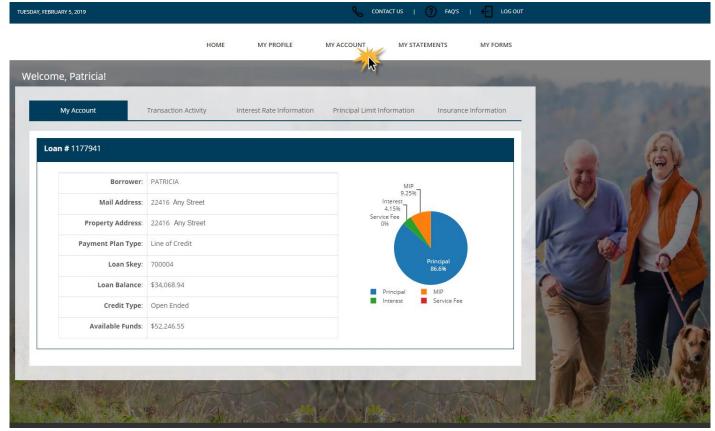
When you login you will receive a Text with your temporary security code. Type it into the boxes and click **Submit** to login.



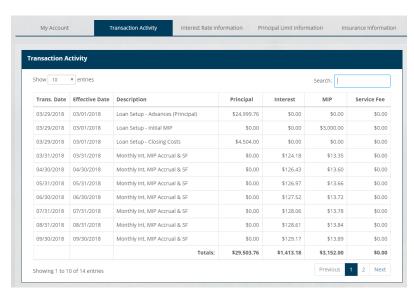
2.8 Review Your Loan Details & Activity

You can review your loan details and activity by logging into your myReverseAccount.com®.

- Login to myReverseAccount.com®
- 2. Click on My Account
- 3. Review your Loan Details including your Loan Balance, Available Funds, Interest Rate and Transaction History



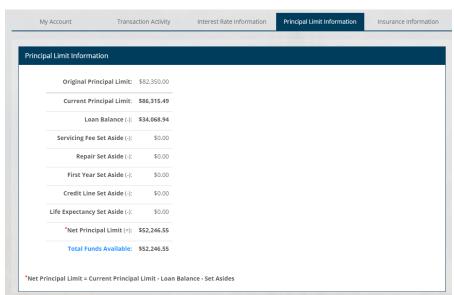
 Transaction Activity: You can search for specific transactions on your account



 Interest Rate Information: You can view your interest rate on a month to month basis



 Principal Limit Information: You can view the breakdown of your principal limit



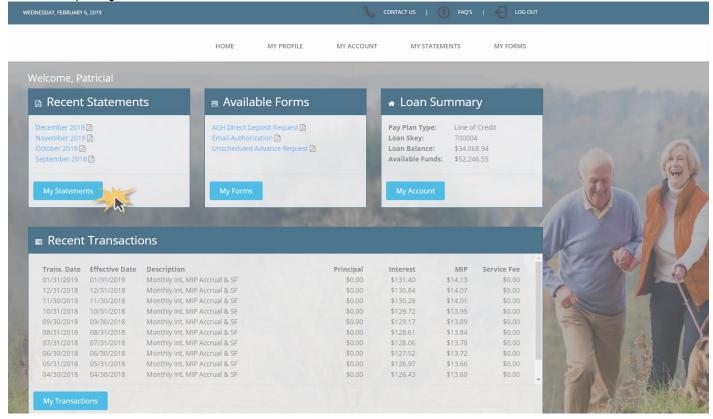
Insurance Information: You can view your insurance policy information

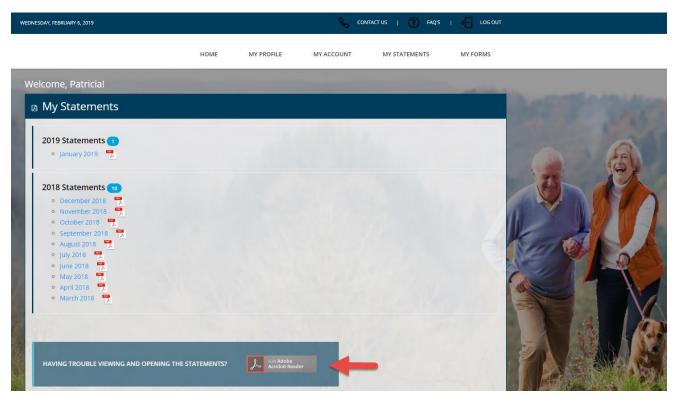


2.9 View Your Monthly Statements

You can easily access and review your monthly reverse mortgage loan statements in myReverseAccount.com®.

- 1. Login to myReverseAccount.com®
- 2. Click on My Statements in horizontal menu OR in your Dashboard
- 3. Click the **Year** of the Statements that you wish to view.
- 4. Click the **Month** of the Statement that you wish view to open. (Depending on your connection speed, it may take a few seconds to two or three minutes for the statement to download. Once the PDF opens, the statement will appear on the screen and be available for printing.



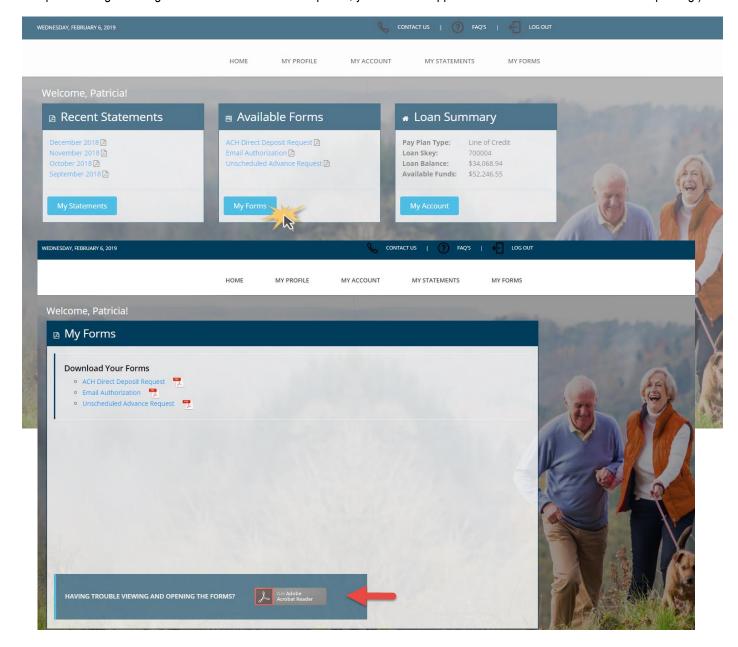


Important Note: You must turn off your Pop-Up Blocker and have Adobe Reader installed on your computer to be able to download, view, and print your monthly statements. If you do not already have Adobe Reader installed, please click on the "Get Adobe Reader" link towards the bottom of the page and follow the instructions.

2.10 Download Reverse Mortgage Forms

You can Download Forms for ACH Direct Deposit, Email Authorization and Unscheduled Advance Requests as needed from myReverseAccount.com®.

- 1. Login to myReverseAccount.com®
- 2. Click on My Forms in horizontal menu OR in your Dashboard
- 3. Click the **Forms** that you wish to print. (Depending on your connection speed, it may take between a few seconds and two or three minutes for a selected form to download. Dialup connections take longer than cable or DSL connections. Once the process of generating the document has been completed, your form will appear on the screen and be available for printing.)



Important Note: You must turn off your Pop-Up Blocker and have Adobe Reader installed on your computer to be able to download, view, and print your monthly statements. If you do not already have Adobe Reader installed, please click on the "Get Adobe Reader" link towards the bottom of the page and follow the instructions.

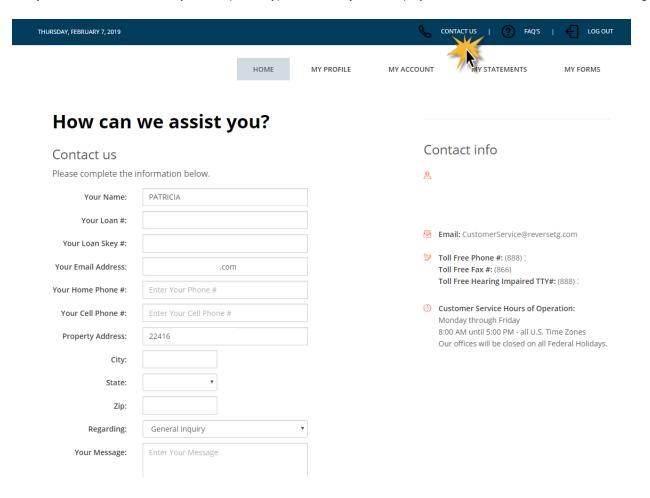
Contact Customer Support

3. Contact Customer Support

3.1 Contact a Customer Support Representative

If you need Customer Support, you can find the contact information associated with your reverse mortgage on the **Contact Us** page of myReverseAccount.com®.

- Login to myReverseAccount.com®
- 2. Click on **Contact Us** in top menu
- 3. Select your contact option Please Note, if you are submitting a completed Advance Request form, you will need to attach the PDF that you scanned and saved to your computer, Type the security code displayed on the screen and Click **Send Message**.



Frequently Asked Questions

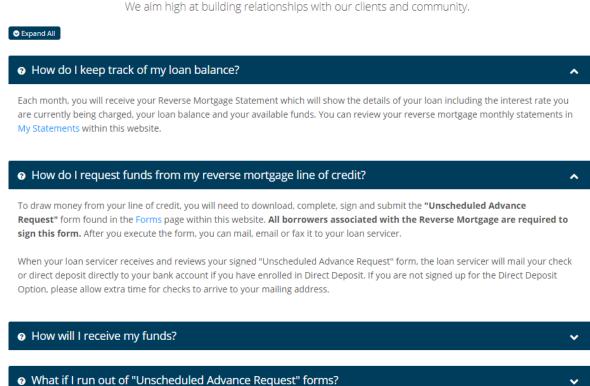
4. Frequently Asked Questions

4.1 Get Answers to Frequently Asked Questions

You can find answers to several frequently asked questions about reverse mortgages by visiting the FAQs page of myReverseAccount.com®.

- Click on FAQs in the top menu
- Review frequently asked questions about reverse mortgages.





Note: You can choose to Expand All questions to see the answers by clicking the **Expand All** option or you can open individual answers by clicking on the arrow to the right of each question.