



## Getting Started with the GMFS Client Portal

New users will receive an email from GMFS with instructions on how to access the portal, including username and a temporary password.

Dear Client,

A new Sales TPO website account has been created for you. You may now manage your Sales TPO loans electronically through our online portal using the account information included below.

Company Details:

- Company:
- Branch:
- Company Primary Contact: ()
- Sales TPO Account Executive: Ryan Otto ([rotto@gmfslending.com](mailto:rotto@gmfslending.com))

Account Details:

- Email Address: [Client@gmfslending.com](mailto:Client@gmfslending.com)
- Password: a7084dd8

[Click here](#) to log into your new account using your email address and temporary password. You will be prompted to select a new password at the first time you log in.

Thank you,

Sales TPO

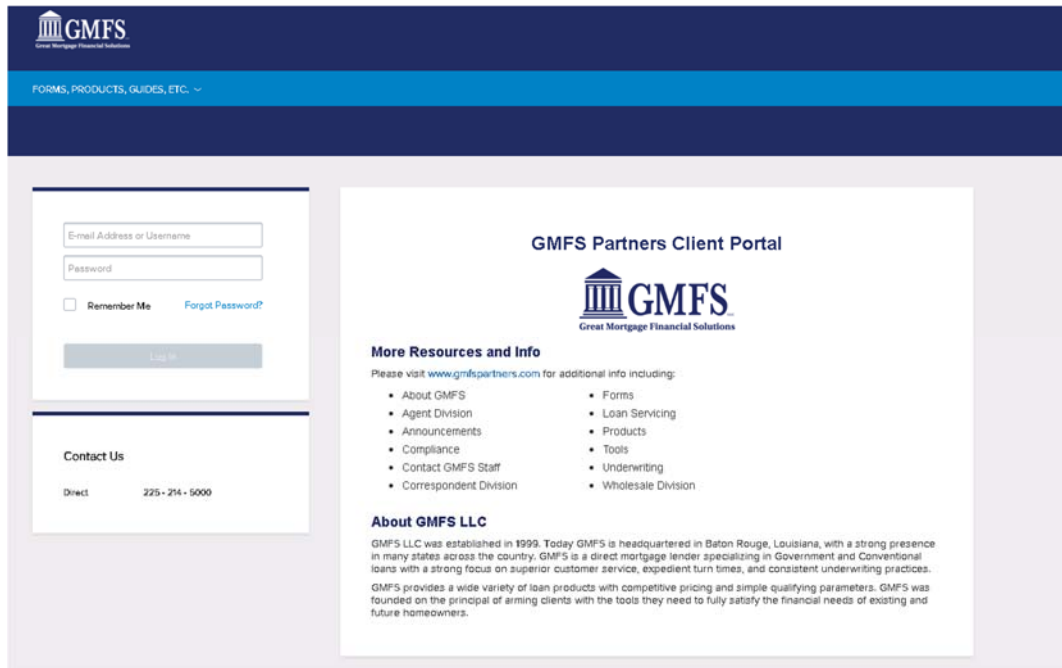
If you experience problems opening the link, copy and paste the URL below into your Web browser.

URL: [GMFS.encompassstpoconnect.com](http://GMFS.encompassstpoconnect.com)

### To Gain Initial Access to the Client Portal:

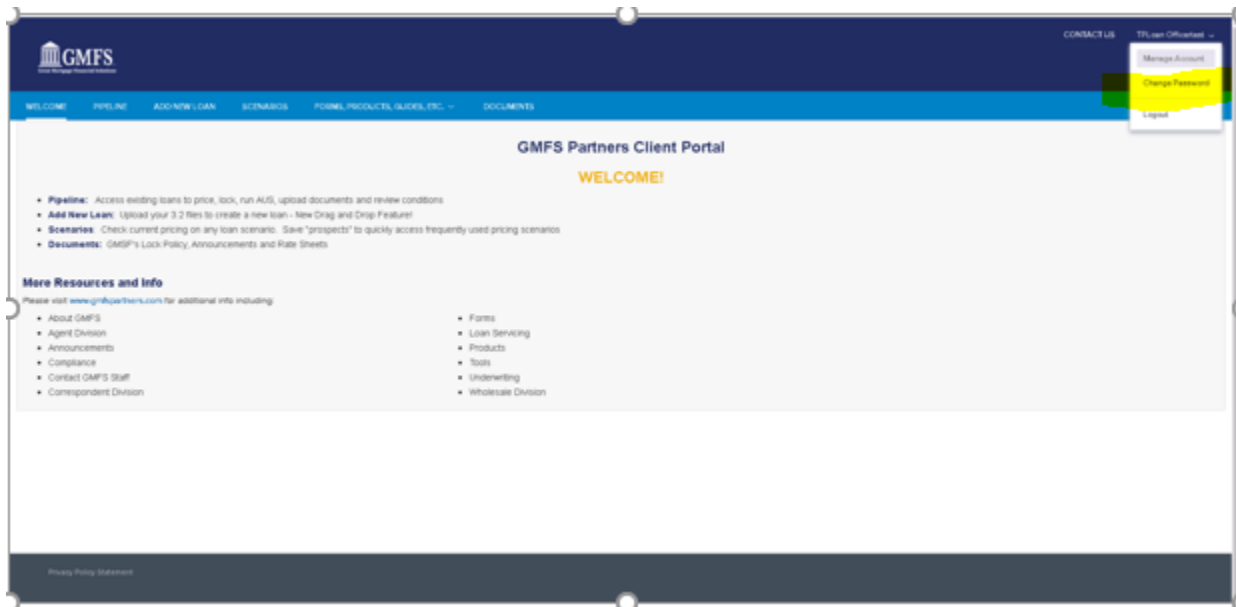
1. Click the link provided in the email to open the Client Portal.
2. Log in to the Client Portal using your email address and the temporary password provided in the email.
3. On the Change Password page, create a new password.

**NOTE:** Be sure to keep track of your new password. Our company will not have access to it.



## To Change Your Password:

1. Click your user name in the top right corner of The Client Portal, and then select **Change Password**.
2. On the Change Password screen, enter your current password in the **Current Password** field.
3. Enter a new password in the **New Password** field.
4. Re-Enter the new password in the **Re-enter New Password** field.
5. Click **Save**.



Change Password ✕

Email

\* Current Password

\* New Password

\* Re-enter New Password