Below are the steps required to view your statements on line, save them to your PC and print them if needed.

1) When statements are produced that are to be reviewed on line by you an email will be sent to you letting you know that the statements are available along with a link to sign in and view the statements.

![Email example]

2) When clicking the link in the email you will be taken to the login page. You can also go directly to the login page by going to [nmreasearch.docugateway.com](http://nmreasearch.docugateway.com).
3) If this is your first time to the site you will fill out the right side of the login page. Once you fill out the registration information you will receive an email that you will need to reply to in order to complete the registration process. Once you reply to the email you will get a message stating that confirmation is complete and you will be granted access (If you do not see an email immediately in your inbox please check your spam or junk mail for the message).
4) To log in please enter your email address and password in the Login box.

5) Once you are logged in you will go to the “Home” page (1). On this page you will see a list of recent statements to view or print. Just click on the Statement Inv# to view the statement (2).
6) When the statement comes up you have the choice of whether to download the statement, print it or email it. Once you make your choice you will be prompted accordingly.

7) You also have the ability to print/download a group of statements. Statements will be grouped according to the day they were processed. Just click on the “Document Groups” tab at the top of the page.
8) After you click on the “Document Groups” tab you will be shown a list of all the dates that statements for you were produced. Just click on the date to download the statements.

9) Click on the Log Out button at the top of the webpage to exit.
10) If you forgot your password click on the “Forgot Password?” link on the login page. You will be asked for you username and your email address. These 2 entries should both contain your email address as your email is your username. You will then receive an email with your new password (If you do not see an email immediately in your inbox please check your spam or junk mail for the message). After signing back in you will be asked to enter a new password.
Please contact me with any questions or concerns.