

**Self Set-Up MyNOTE online access: AVAILABLE MAY 14<sup>TH</sup> 2021**

MyNote is the online tool used to view your account(s) anytime 24/7 from a desktop or mobile device.

As a Buyer, you can make a one-time payment\*\*\*, view the status of your account & impound activity.

As a Seller, you can view all your account's, current status, payment history and impound activity.

**If you have Buyer and Seller accounts, you will need a separate login as a Buyer and as a Seller.**

**Setting up Online Access:**

<https://www.yavapaititle.com/services/account-servicing/> and click the **MyNote online Login/Setup** button or go directly to MyNote: <https://client.edsnotepro.com/> **EFFECTIVE MAY 14<sup>TH</sup> 2021**

1. Click **SIGN UP**
2. Fill in all fields.
  - First Name
  - Last Name
  - Phone Number
  - Zip Code
  - SSN (must match what is on account, if you are not the main buyer, you may need to contact Account Servicing for assistance) EIN (if this is a business account)
  - Account Number (14 digits)
  - Email Address (verify email address before saving as this cannot be changed)
  - Username ( No special characters , no email addresses)
  - Password Question
  - Password Question Answer
3. Click **SIGN UP**
4. **EMAIL WILL BE SENT TO COMPLETE SETUP.**
5. From the email, Click **SET PASSWORD**. (If you do not receive an email, check your SPAM/JUNK folders. If the email entered was incorrect, set up will need to be started over.)
  - Password criteria (must be at least 6 characters, contain: 1 capital letter, 1 special character, 1 lower case letter and 1 digit)
  - Confirm Password, Click **PROCEED**
6. If password is accepted, a confirmation will appear at the bottom of the screen and you will then be prompted to **SIGN IN**

**\*\*\*Buyers: When setting up a Web payment, please verify the email on the screen! If it is NOT where you want your confirmation to be sent, please update it, then CONTACT US, so we can update it our system.**