



Financial
Institutions

INSTITUTION PORTAL GUIDE

INDEX



Financial
Institutions

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2. Business Registration and Log In for New Users

INSTITUTION PORTAL:

Who needs an account?

Banks Without a Trust Department

- President
- Vice President
- Cashier
- Chairman of the Board of Directors
- A Trust Officer (if applicable)
- Any individual who fills out forms or applications at your institution.

This is a list of all forms/applications that can be submitted on the portal and who needs to electronically approve each form.

Form Name	Needs Approval From
Annual Meeting of Stockholders	President or Cashier
List of Stockholders	President
Application to Establish a Facility	President or VP <u>AND</u> Cashier
Application to Move Main Office or Facility	President or VP <u>AND</u> Cashier or Secretary of the Board
Loan Production Office Application	President <u>AND</u> Cashier

Banks With a Trust Department

- President
- Vice President
- Cashier
- Secretary of the Board of Directors
- Chairman of the Board of Directors
- A Trust Officer (if applicable)
- Any individual who fills out forms or applications at your institution.

This is a list of all forms/applications that can be submitted on the portal and who needs to electronically approve each form.

Form Name	Needs Approval From
Annual Meeting of Stockholders	President or Cashier
List of Stockholders	President
Quarterly Trust Officer's Questionnaire	Trust Officers
Application to Establish a Facility	President or VP <u>AND</u> Cashier
Application to Establish a State Chartered Bank Trust Branch	Chairman of Board of Directors
Application to Move Main Office or Facility	President/VP <u>AND</u> Cashier/Secretary of the Board
Loan Production Office Application	President <u>AND</u> Cashier

Credit Unions

- President
- Chairman of the Board of Directors
- Any individual who fills out forms or applications at your institution.

This is a list of all forms/applications that can be submitted on the portal and who needs to electronically approve each form.

Form Name	Needs Approval From
Report of Annual Audit	Chairman of Board of Directors
Application to Establish a Branch	Chairman of Board of Directors
Application to Expand Field of Membership	Chairman of Board of Directors
Amendment to Bylaws	President
Amendment to Certificate of Organization	President

Trust Companies

- A Trust Officer
- President
- Vice President
- Cashier
- Chairman of the Board of Directors
- Secretary of the Board
- Any individual who fills out forms or applications at your institution.

This is a list of all forms/applications that can be submitted on the portal and who needs to electronically approve each form.

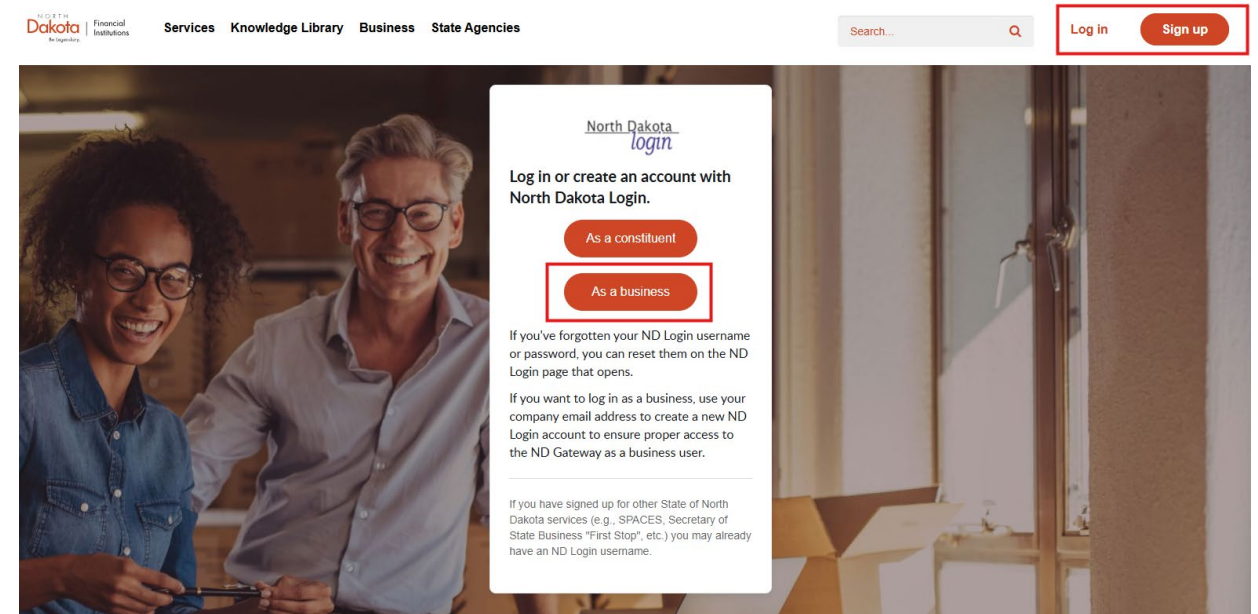
Form Name	Needs Approval From
Quarterly Trust Officer's Questionnaire	Trust Officers
Application to Move Main Office or Facility	President or VP <u>AND</u> Cashier or Secretary of the Board
Application to Establish a Branch or Operating Subsidiary	Chairman of Board of Directors

INSTITUTION PORTAL:

Business Registration & Login

Creating a North Dakota Login Account

- Contacts of an institution must create an account with **North Dakota Login (ND Login)** to be registered with an institution
- To create an ND Login account, visit this website <https://ndgateway.nd.gov/dfi> and select either **Log In** or **Sign up** from the DFI Institution Portal header and select **As a business**



ND Login Account Creation Form

- When setting up your business ND Login account, use your **company email address** to ensure proper business access
- The North Dakota Login account creation form requires a first name, last name, user ID, password, email address, and two security questions. The email address used cannot be associated with an existing account.

North Dakota
login

Create your account

* = Required

Account information

First name *

Last name *

User ID *

Password *

- 8 or more characters

- At least 1 uppercase letter

- At least 1 lowercase letter

- At least 1 number

- At least 1 special character

Password strength:

Account recovery

Email *

An activation code will be sent to this email address. Use the activation code to complete setup for email recovery option.

Cell phone

2223334444

An activation code will be sent to this cell phone. Use the activation code to complete setup for cell phone recovery option.
Message and data rates may apply.

Security questions

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

1

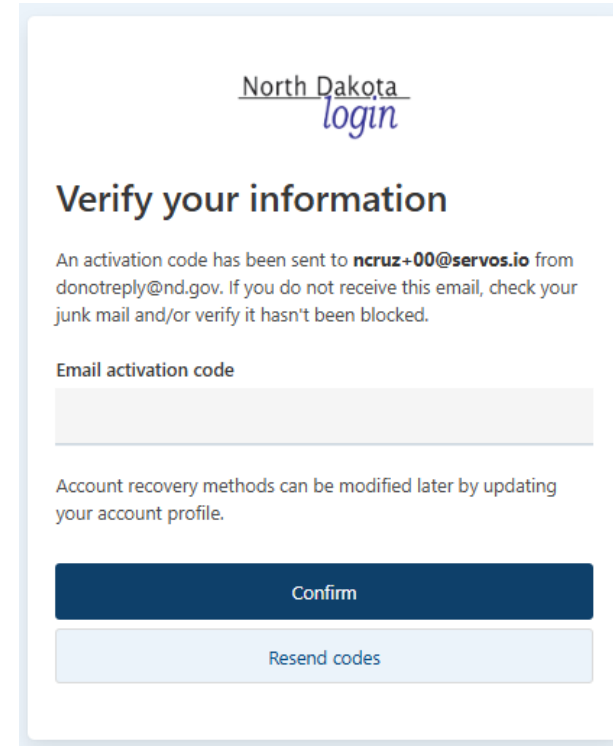
By clicking "Create account" you agree to the [Terms of Use.](#)

Create account

Cancel

Notification - Email Verification

After successfully submitting the account creation form, the institution contact will receive an email asking them to **verify their email address**. This step must be completed to finish registering the account.



North Dakota
login

Verify your information

An activation code has been sent to **ncruz+00@servos.io** from donotreply@nd.gov. If you do not receive this email, check your junk mail and/or verify it hasn't been blocked.

Email activation code

Account recovery methods can be modified later by updating your account profile.

[Confirm](#)

[Resend codes](#)

State of North Dakota Login - Email Confirmation



donotreply@nd.gov

To:  ncruz+00@servos.io



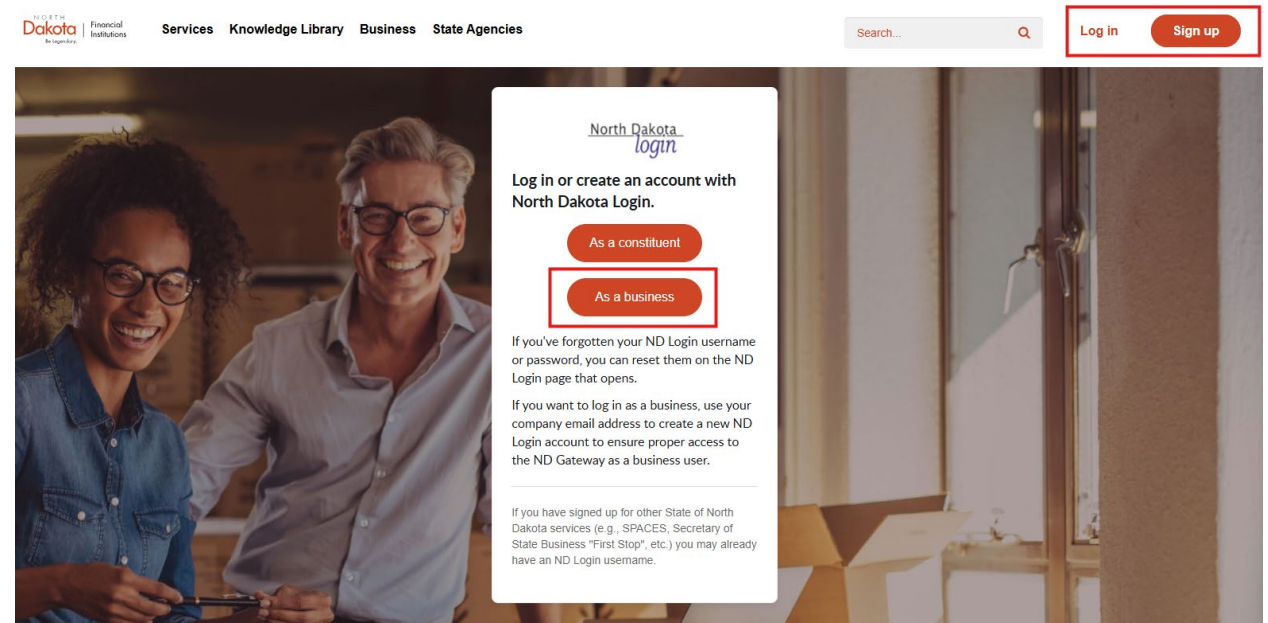
This sender donotreply@nd.gov is from outside your organization.

Thank you for registering for your State of North Dakota Login DFIcontract.

The registration process requires the confirmation of your account. Please login to your account, and enter the following activation code:
y66quj16

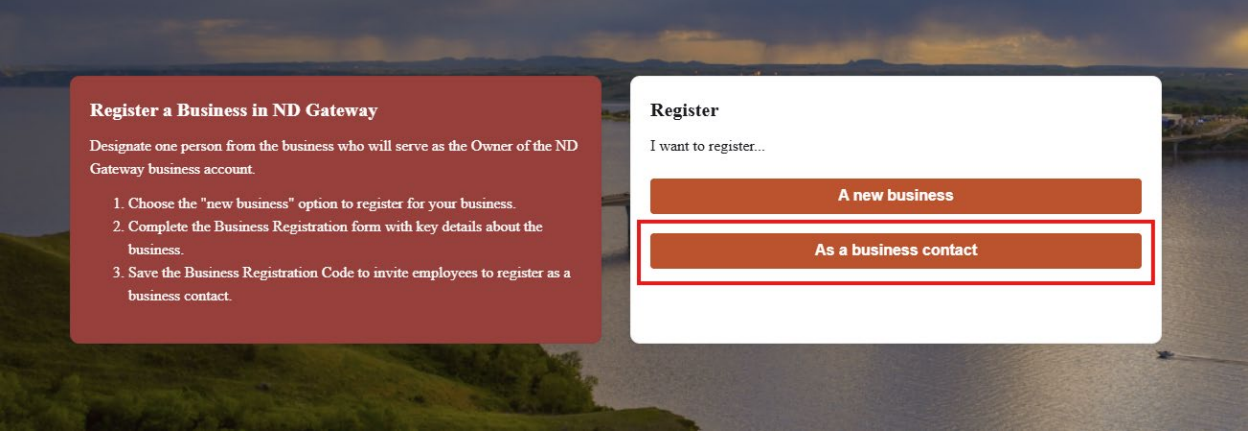
Logging In

- Once the institution contact has verified their email address, they can use their username and password to log in. To log in, select either **Log In** or **Sign up** from the DFI Institution Portal header and select **As a business**.
- On the North Dakota Sign in screen, enter the User ID and Password that was created and **Sign In**.



Registering as a Business Contact

- If the contact has not yet registered for an institution, they will be automatically redirected to the Business Registration page.
- Select **As a business contact** to register for an existing institution



The screenshot displays the 'Register a Business in ND Gateway' interface. On the left, a dark red box contains the title 'Register a Business in ND Gateway' and instructions: 'Designate one person from the business who will serve as the Owner of the ND Gateway business account.' followed by a three-step list: 1. Choose the 'new business' option to register for your business. 2. Complete the Business Registration form with key details about the business. 3. Save the Business Registration Code to invite employees to register as a business contact. On the right, a white box titled 'Register' has the text 'I want to register...' and two orange buttons: 'A new business' and 'As a business contact'. The 'As a business contact' button is highlighted with a red rectangular border.

Register a Business in ND Gateway

Designate one person from the business who will serve as the Owner of the ND Gateway business account.

1. Choose the "new business" option to register for your business.
2. Complete the Business Registration form with key details about the business.
3. Save the Business Registration Code to invite employees to register as a business contact.

Register

I want to register...

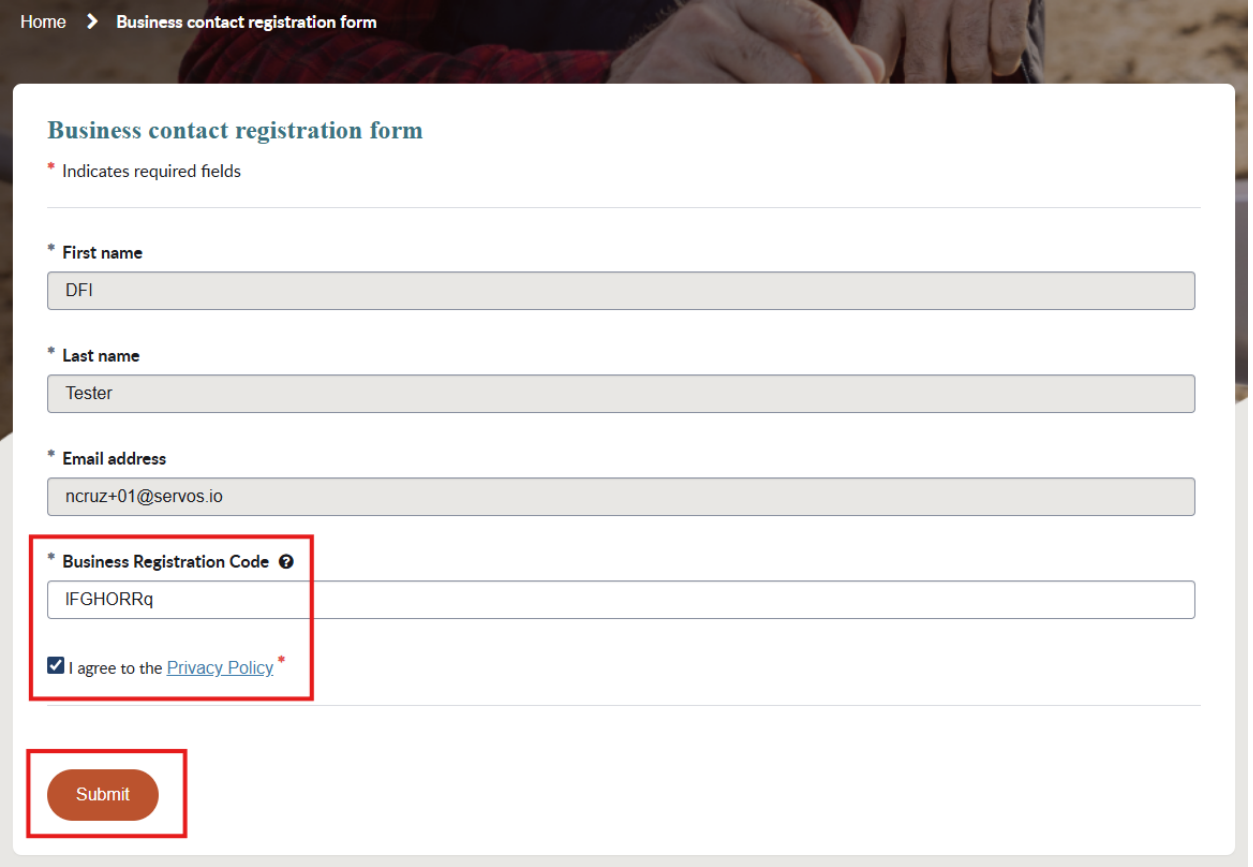
A new business

As a business contact

Business Contact Registration Form

The business contact registration form is very short and simple, asking for a Business Registration Code and agreement of the Privacy Policy. All other questions are pre-populated and read-only.

- Enter the **Business Registration Code** (provided by an “Admin” user at your institution. Found on your Institution Profile.) to associate your account with your institution



The screenshot shows a web form titled "Business contact registration form" with a breadcrumb trail "Home > Business contact registration form". The form contains several input fields, some of which are pre-filled. A red box highlights the "Business Registration Code" field, which contains the text "IFGHORRq". Another red box highlights the "Submit" button at the bottom of the form. The form also includes a checkbox for "I agree to the Privacy Policy" and a link to the "Privacy Policy".

Home > Business contact registration form

Business contact registration form

* Indicates required fields

* First name
DFI

* Last name
Tester

* Email address
ncruz+01@servos.io

* Business Registration Code ⓘ
IFGHORRq

☒ I agree to the [Privacy Policy](#)*

Submit

Approving a Registration

- **Contact admins** can approve open business registration requests by logging into the DFI Institution Portal.
- From the portal, they can click **Notifications** in the top header menu and select the contact request. This opens the approval details page, where the request can be **approved** or rejected.

The image shows two screenshots of the DFI Institution Portal. The top screenshot displays the portal's header with a navigation menu including 'Services', 'Knowledge Library', 'Business', 'State Agencies', 'Laws & Rules', 'My Forms', and 'My Institution'. A 'Notifications' dropdown menu is open, showing two items: 'DFI Training2 Contact request' and 'DFI Training Contact request', both dated '16d ago'. Below the header, the 'Institution Portal' banner features a search bar. The 'Recently Submitted Forms' section lists three forms: 'List of Stockholders' (submitted a day ago), 'Oath of Bank Director' (submitted 2d ago), and 'Application to Move Main Office or Facility' (submitted 2d ago). The bottom screenshot shows the 'Approval' page for the 'DFI Training2' registration request. It includes a summary box on the left with the text 'This Registration Request requires your approval' and buttons for 'Approve' and 'Reject'. The main form area contains fields for 'First name' (DFI), 'Last name' (Training2), and 'Business email' (ncruz+training2@servos.io), along with a 'Business' dropdown menu set to 'Merchants Bank'.

An official website of the state of North Dakota. [Here's how you know](#) >

Dakota Financial Institutions
Services Knowledge Library Business State Agencies Laws & Rules My Forms My Institution **Notifications 2**

Search... Q My Dashboard AR

Institution Portal

Search

View all notifications

- DFI Training2
Contact request 16d ago
- DFI Training
Contact request 16d ago

Recently Submitted Forms

View all submitted forms

Submitted List of Stockholders Year-end form: Listing of all stockholders as of	Submitted Oath of Bank Director Year-end form: Oath of bank directors to be	Submitted Application to Move Main Office or Facility Apply to move financial institution's main office
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An official website of the state of North Dakota. [Here's how you know](#) >

Dakota Financial Institutions
Services Knowledge Library Business State Agencies Laws & Rules My Forms My Institution **Notifications 2**

Search...

Home > Approval

This Registration Request requires your approval

State Requested

Created 16d ago

Approving
Registration Request: DFI Training2

Approve **Reject**

DFI Training2

Registration Request

*First name
DFI

*Last name
Training2

*Business email
ncruz+training2@servos.io

Business
Merchants Bank

Signing in Successfully

- Once your account has been approved, you will receive a confirmation email.
- **It is important that you use this link to get logged into the correct place:**
<https://ndgateway.nd.gov/dfi>

Welcome to the ND Gateway! Your Business Contact Account Has Been Successfully Created



Test North Dakota Gateway <gateway@messages.nd.gov>

To ● Richard, Katie M.; ● LaBree, Heidi M.; ● Mannings, Jamillah N.



Dear Darwin,

We are excited to inform you that your Business Contact account with Wilmington Trust, National Association has been successfully approved and created.

You are now an associated Business Contact for Wilmington Trust, National Association in the ND Gateway. With your Business Contact account you can now log into the ND Gateway and access services granted to you to act on behalf of your business.

To get started:

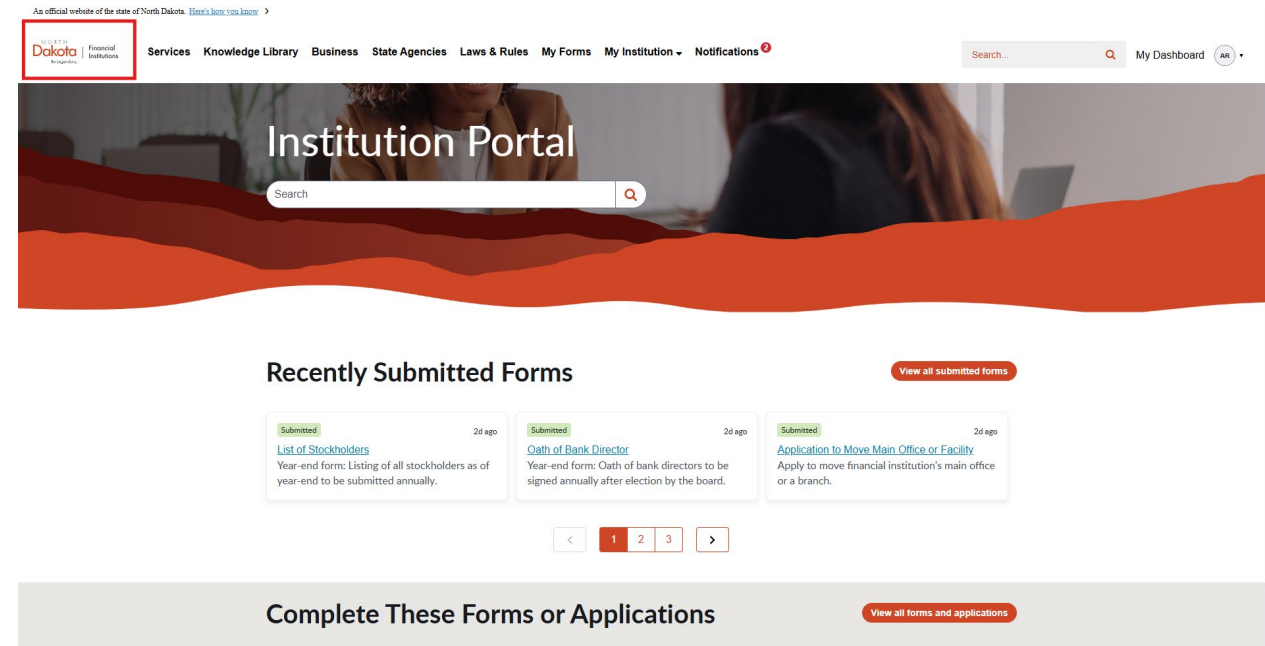
1. Visit the [ND Gateway Portal login page](#)
2. Log in with your ND Login and password credentials you set to create your Business Contact account.

Thank you for joining Wilmington Trust, National Association ND Gateway Business Account.

[Privacy policy](#)

Success!

- If your screen looks like this when you login, with our DFI logo in the top left, then you have successfully logged in!
- If it does not look like this, ensure you have used the correct link to get logged in: <https://ndgateway.nd.gov/dfi>



Questions or having issues?

- Email us at dfi@nd.gov or call us at 701-328-9933