

## Logging In To The Webgateway to access the Treasurer Letter of Credit Forms.

1. From any page on the gardenontario.org web site, click onto the link in the upper right corner of the window - **OHA Log-in** (figure 1)

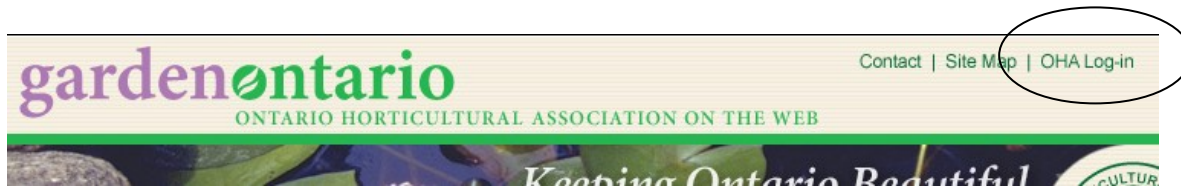


Figure 1

2. When the WebGateway login screen appears (figure 2), enter your login ID and password.

Email:

Password:

[Forgot my password](#)

[» Return to gardenontario.org](#)  
Figure 2

Your login email ID is an email address your society provided to OHA for this purpose.

Each Society should have at least one member who has an login ID who can access the gardenontario web site. If your society needs a login ID set up, please e-mail the OHA webmaster at [webmaster@gardenontario.org](mailto:webmaster@gardenontario.org) and copy the president of the society. Your society can have more than one member with a login ID.

You may request an gardenontario.org alias email linked to your personal email address. The format of the alias login will be:

societyname@gardenontario.org (e.g. bolton@gardenontario.org)

### **Password notes:**

1. The password is case-sensitive. This means that Password would be different from password and from PASSWORD.
2. 🌀 If you forget your password & click onto the “Forgot My Password” link, an email will be sent to your gardenontario.org address with a new password. Use your new password to get into the MANAGE USER area of the Web Gateway, where you can change your password to one you select.
3. Trouble logging in? Make sure your CAPSLOCK and NumLock are not active.

Once you have logged in you will see this page (below). Click on OHA Resources.

Once the OHA Resources page opens, click “Forms” in the drop down box and click Go.

Once the list of forms opens, scroll to the bottom and open each form.

** treasurer letter of credit 1**

**Introduction:** [tloca 1out with the old in with the new.doc](#) (616 KB)  
Out with the old and in with the new.

** treasurer letter of credit 2**

**instructions:** [tloca completing and submitting loca.doc](#) (623 KB)  
Completing and submitting the Society Treasurer Letter Of Credit Agreement.

** treasurer letter of credit**

**form:** [tloca letter of credit agreement fill in form.doc](#) (626 KB)  
Society Treasurer Letter Of Credit Agreement form.

** treasurer letter of credit instruction**

**form:** [tloca letter of credit agreement instruction form.doc](#) (614 KB)  
Letter of Credit Agreement.