

Quick Start

for **Advances**



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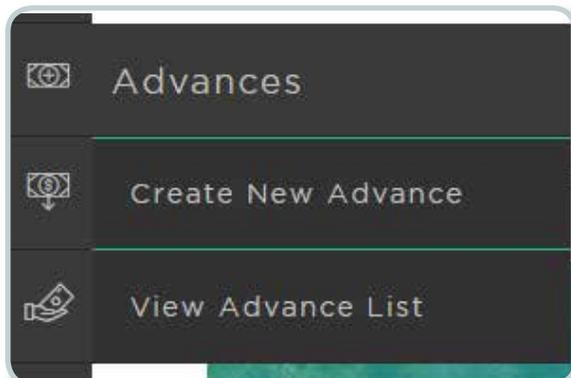
Create an Advance

STEP 1/7

Navigate to the Create New Advance Page

- Once logged in, **scroll to the left-hand navigation, click on the “Advances” icon, and select “Create New Advance”** from the drop-down menu.

Navigation Tip: Hover over each icon to see the options or click on the button to expand the menu view.



STEP 2/7

Select an Advance Type

- On the “Create New Advance” page, the system defaults to the Daily Cash Manager, our overnight product, under the “Short Term” tab.
- To select a different product, **select “Short Term,” “Long Term,” “Amortizing,”** or **“Specials”** on the left side of the screen under “Rates.”

Note: The “Specials” option will only appear when specials are available. The Daily Cash Manager defaults to a same day disbursement and all other products default to a next business day disbursement.



STEP 3/7

Select a Term

- In the left side rate table, **click on a rate** under the “Reg.,” “CDA,” “CDA Extra,” or “NEF” column to select a term.

Note: Approved housing projects are required for CDA, CDA Extra, and NEF products.

A screenshot of a rate table with a green header and white rows. The table has five columns: 'Term', 'Reg.', 'CDA', 'CDA Extra', and 'NEF'. The '2 yr.' row is highlighted, and the rate '1.81' in the 'Reg.' column for that row is enclosed in a green box.

Term	Reg.	CDA	CDA Extra	NEF
1 yr.	1.51	1.42	1.39	1.49
1.25 yr	1.59	1.48	1.45	1.57
1.50 yr	1.66	1.51	1.48	1.64
1.75 yr	1.74	1.55	1.52	1.72
2 yr.	1.81	1.59	1.56	1.79
2.25 yr	1.85	1.63	1.58	1.83
2.50 yr	1.88	1.66	1.62	1.86

Create an Advance

STEP 4/7

View Selections

- After you select a rate and term from the rate table, the right side of the screen will *automatically populate* with the advance type name, rate, term selected, and corresponding disburse and maturity dates.

Advance Terms

Advance Type ⓘ
LONG TERM - REG

Rate	Term
1.81	2 yr

Disburse Date	Maturity Date
09/21/2017	09/23/2019 ⓘ

STEP 5/7

Enter the Advance Amount

- Enter your advance amount in the box.

Tip: Your real-time “Available Collateral Margin” and “Excess Capital Stock” balances are noted on the left side under the rates table.

Advance Amount

\$ 5,000,000.00

STEP 6/7

Enter Wire Instructions (Optional) & Submit

- To indicate if you would like to wire the advance amount to your institution’s “Template 1” at the time of the advance, **select “Yes” or “No” under “Wire Out.”**
- If yes, enter an amount equal to or less than the amount of the advance being taken.
- After all the advance request fields have been populated, **click “Continue.”**

Wire Out
 Yes - No

Wire Out Amount
\$ 5,000,000.00

Wire Instructions ⓘ
Template 1

Create an Advance

STEP 7/7

Review and Submit

- Review the preview details of your advance request for accuracy. The rate may have changed from the time you started the advance and the time you get to the preview page. If a capital stock purchase is required, an indication of the requirement will be reflected on the preview page.
- Your rate on the preview page is valid for 60 seconds.
 - If the transaction details are correct, **click “Submit.”**
 - You will see a confirmation that your transaction has been received with an advance requested number reflected.
 - From here, you may create a new advance or view your advance list.

Note: If you click “Submit” after the 60 seconds has elapsed, you will be brought back to the Create New Advance page.

- If the transaction details are not correct, or if you do not wish to accept the rate displayed or capital stock indication, **click “Back”** to make changes.
 - The rate may have changed during this time.
 - The Capital Stock number is an indication only and may be different depending upon other activity pending on your account.

Note: We are aware of some on-screen inconsistencies when using the “Back” button. Please refresh your browser or hover over the left-hand navigation bar to view your navigation options.

This rate is valid for 60 seconds. Please submit to initiate the advance.

Advance Preview

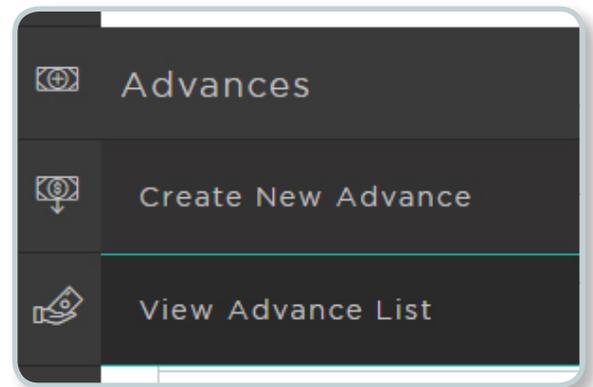
Advance Type	LONG TERM - REG
Advance Amount	\$ 5,000,000.00
Final Rate	1.85
Term	2Y10
Disburse Date	09/22/2017
Maturity Date	09/21/2018
Disburse To Account	01234567
Wire Out	Yes
Wire Out Amount	\$ 5,000,000.00
Wire Instructions	Template 1

View Advance List

STEP 1/3

Navigate to the View Advance List Page

- To see a list of your institution's advances, **scroll to the left-hand navigation, click** on the **"Advances" icon**, and **select "View Advance List"** from the drop-down menu.



STEP 2/3

View Advance List

- The default view is by disbursement date in descending order. Each of the columns can be sorted by clicking on the column heading.
- Search by Status or by Disbursement Date.

↑ Advance Type	↑ Status	↑ Advance No.	↑ Amount	↑ Rate	↑ Disburse Date	↑ Maturity Date	
AMORT ADV	PENDING	012345	\$50,000.00	1.950%	09/21/2017	10/03/2022	▼
ST FIXED	PENDING	012345	\$12,000.00	1.350%	09/21/2017	10/23/2017	▼
AMORT ADV	DISBURSED	012345	\$12,000.00	1.730%	09/20/2017	10/01/2020	▼

STEP 3/3

Review Advance List

- To see additional details, including open date and outstanding balance, **click on the arrow**.

Note: Source indicates the user's name or initials or FHLB if the advance was called in.

↑ Advance Type	↑ Status	↑ Advance No.	↑ Amount	↑ Rate	↑ Disburse Date	↑ Maturity Date	
AMORT ADV	PENDING	012345	\$50,000.00	1.950%	09/21/2017	10/03/2022	▲
Open Date:	09/20/2017				Source:	name@email.com	
Outstanding Balance:	\$0.00						