Member bank contacts may use this guide to assist in navigating the AHP online system to perform the following functions:

- Member approve an application
- Approve a Disbursement Request
- View a Semi-Annual Progress Report
- View a Commitment Extension Request
- View attachments to a project

If you have any questions about AHP system navigation, please call the Community Investment Department (CID) at 1-800-288-3400, option 4.

Here are some key dates associated with the 2016 AHP funding round. For more information, please visit the "Housing & Community" area of www.fhlb-pgh.com.

- o The funding round opening date is June 6.
- o The funding round closes Thursday, August 11, 2016, at 5 p.m. Eastern Time. Only applications in the "Member Approved" status will be accepted.
- o Funding announcements will be made on FHLBank's web site and via letters to members and sponsors of submitted applications on December 15, 2016.

NOTE: If you require instructions for becoming an AHP user in Bank4Banks, please contact CID. Once you have successfully registered yourself in Bank4Banks, please notify CID to connect you to your approved project(s) (for funding rounds 2009 and prior; you will already be associated with any applications and/or projects submitted in funding rounds 2010 and newer).

MEMBER APPROVE AN AHP APPLICATION:

- o You will receive an automatically generated email to "Member Approve" an AHP application when the sponsor organization has "Sponsor Approved" an application.
- o After successfully logging into Bank4Banks (B4B), place your mouse pointer over the **Community Investment** link at the top-center of the screen and select **Affordable Housing Program**.
- o At the top left-hand corner of the screen, click **My Applications**, then **Home**.
- o A list of the applications that you are associated with will appear.
- o Click on the link to the application that you would like to member approve.
- o Place the mouse pointer on the **General Information** link at the top-center of the page and select **Member Involvement**.
- o Answer the questions in the first tab (**Member Policy**) and click **SAVE**.

- o Answer the questions in the second tab (**Member Services**) and click **SAVE**.
- o Place your mouse pointer on the **Application** link at the top-left corner of the page and select **Home**. There should only be **green check marks** in the "Status" column. If there is a **red "X"** or a **yellow check mark**, that means a page is not complete, and it needs to be revisited and saved.
- o If all pages are complete, place your mouse pointer over the **Application** link again and this time select **Member Approval**.
- o You can click the **Approve** button on the bottom right-hand side of your screen to officially member approve the application. There is also a **Reject** button on the screen which will revert the status of the application back to "Pending," and the sponsor will be notified of such.
- o After an application is officially member approved, it is submitted to FHLBank and can no longer be edited by you or the sponsor. Emails indicating that the application has been member approved will be automatically generated by the AHP system and sent to the application's lead contacts, input contacts and member bank contacts.
- o You can print a copy of the application by clicking **Print Application,** which is on the right-hand side of the Home screen. This function is available even after the application is "Member Approved."
- o To view the screens of the application that the sponsor completed, click **Application** then **Home,** and click on the green link to the screen of the application that you would like to view.

APPROVE A DISBURSEMENT REQUEST:

- o When the sponsor organization has saved and submitted a disbursement request, you will receive an automatically generated email to approve the request.
- o After successfully logging into Bank4Banks (B4B), place your mouse pointer over the **Community Investment** link at the top-center of the screen and select **Affordable Housing Program**.
- o At the top left-hand corner of the screen, click **My Projects**, then **Home**.
- o A list of the projects that you are associated with will appear.
- o Click on the link to the project for which you would like to approve a disbursement request.
- o At the top left-hand corner of the screen, click **Disbursement**, then **Home**.
- o Click on the disbursement request that you would like to approve (The Funding Status will be Sponsor Approved).
- o At the bottom of the screen, click the **Save and Submit** button. There is also a **Reject** button on the screen which will revert the status of the disbursement back to "Pending," and the sponsor will be notified of such. If you choose to reject the disbursement request, you will have the opportunity to enter comments that the sponsor will see when they receive the e-mail notification.
- o After the disbursement request has been approved by the member bank, emails will be automatically generated by the AHP system and sent to the project's lead contacts and member bank contacts.
- o If you would like to print the disbursement request, click the link on the right-hand side of the screen.

VIEW A SEMI-ANNUAL PROGRESS REPORT:

- o All members associated with incomplete projects will receive an email, automatically generated from the AHP system, to view a Semi-Annual Progress Report (SAR) when the sponsor organization has submitted the SAR.
- o After successfully logging into Bank4Banks (B4B), place your mouse pointer over the **Community Investment** link at the top-center of the screen and select **Affordable Housing Program**.
- o At the top left-hand corner of the screen, click **My Projects**, then **Home**.
- o A list of the projects that you are associated with will appear.
- o Click on the link to the project for which you would like to view a SAR.
- o Click **Monitoring,** then **Semi-Annual Progress Reports**.

VIEW A COMMITMENT EXTENSION:

- o When the sponsor organization has submitted the Commitment Extension request, you will receive an automatically generated email to view a Commitment Extension request .
- o After successfully logging into Bank4Banks (B4B), place your mouse pointer over the **Community Investment** link at the top-center of the screen and select **Affordable Housing Program**.
- o At the top left-hand corner of the screen, click **My Projects**, then **Home**.
- o A list of the projects that you are associated with will appear.
- o Click on the link to the project for which you would like to view a commitment extension.

VIEW ATTACHMENTS TO A PROJECT:

- o After successfully logging into Bank4Banks (B4), place your mouse pointer over the **Community Investment** link at the top-center of the screen and select **Affordable Housing Program**.
- o At the top left-hand corner of the screen, click **My Projects**. then **Home**.
- o A list of the projects that you are associated with will appear.
- o Click on the link to the project for which you would like to view the attachments.
- o On the right-hand side of the Current Projects Summary screen, see links to Scoring Elements and Application Attachments.