



## 2016 Tips for a Successful AHP Online Submission

**Please read the following tips to assist with the smooth completion of an AHP application. If you have any questions you can call the Community Investment Department: 1-800-288-3400 option 4**

### **System Access, Logins and Passwords**

- The first step for submitting a successful AHP Online application is to register yourself as a user in the AHP system. Once you have registered, please wait 30 minutes for a confirmation email. If you registered in a prior round, your registration is still valid. Please use that information to access AHP Online.
- Do NOT create another registration if you have already completed the process once.
- Remember your Login ID and password. You will need these to access your application(s) on AHP Online during and after the funding round. Note that passwords expire after 180 days. If it has been 60 days since you last logged into AHP, you will be prompted to change your password the next time your log into AHP Online.
- After you register and wait the required 30 minutes, you will be prompted to connect yourself with an organization. This is the organization that employs you and NOT the organization that you may be consulting for. If you are a consultant, you must associate yourself with your consulting company and be included as an “input contact” in the application.
- Only a “lead sponsor contact” can add or change contact or organization information within the application and then, at the end of the process, “Sponsor Approve” an application. Input contacts can only complete the Scoring and Feasibility sections of an application and CANNOT Sponsor Approve an application.
- Each individual at the organization wanting access to the AHP online system must register with their own user ID and password. There can be up to two lead contacts and three input contacts on an application. The lead contacts are the individuals/organization that will be responsible for the application throughout the life of the project. Consultants *cannot* be lead contacts on an application, but they may be an input contact.
- If you get “Authorization Error” or “Authentication Error” when entering your login information you will need to have your account unlocked or your password reset. Call the Community Investment Department (CID) for further instructions.
- The AHP Online System is only compatible with Internet Explorer, NOT Firefox, Safari, Chrome, etc. The AHP Online system is compatible with Internet Explorer 11, and if you have other versions of Internet Explorer, there are compatibility settings available to ensure that functionality is maximized with higher versions. Contact CID for further instructions.

## System Tips

- Save each page on which you have changed data before moving on to the next screen.
- While logged into the AHP Online system, the inactivity period is 15 minutes, at which time you will be automatically logged out. This inactivity period includes any non-input action such as moving from screen to screen or saving a page.
- Do NOT press the “back” button or arrow, typically located in the top left corner of your browser. To move through the application, follow the “Previous” and “Next” guides on the bottom left- and right-hand corners of the screen.
- Click on the  on each page for more information on a category or question.
- Refrain from using smart quotes (or “ ”) or ampersands (&) in the text boxes. Be clear and concise in your descriptions and narratives.

## Attachments

- For an attachment that includes multiple documents, it is recommended that you scan all documents into one .pdf and attach that single .pdf to the application.
- Acceptable attachments include .pdf, .zip, doc, and.xls.
- The size limit for any attachment is 12 megabytes.
- Organize attachments to the application so that Bank staff can clearly read and understand them. Make sure all pages are attached.

## Zip codes and Addresses

- Zip code lookup information is included in the AHP Online system for the following states: Delaware, New Jersey, New York, Ohio, Pennsylvania and West Virginia. If your project is located in another state, please contact the Community Investment Department with the site address(es) for your project, and we will add the appropriate zip code information to the system.
- If your project is scattered site with multiple zip codes, when initiating the application, use a zip code for the most central address.

## **Financial Feasibility Spreadsheets**

- You must use the Financial Feasibility Spreadsheet for the current funding round year. Make sure you are using the correct spreadsheet for your project (rental or homeownership).
- Be sure to read the instructions on the first tab of the Financial Feasibility Spreadsheet before completing it and trying to upload it to the AHP system.
- Do not use formulas in the cells of the financial feasibility spreadsheets. Only use numbers or text where applicable.
- Make sure the total on the Sources of Funds tab matches the total on the Summary of Uses tab. If these numbers are not equal, the system will not upload your spreadsheet.
- When uploading your completed Spreadsheet, only click upload ONCE. Allow the system some time to process the upload. Clicking more than once will cause an error in the system.

## **Resources and General Tips**

- Start early!
- Provide the member institution proper time to review the online application prior to the August 11 deadline. The recommended lead time to give a member to review a completed online application is 5-7 business days.
- Use the online resources provided on the AHP page of the Bank's website here: <http://www.fhfb-pgh.com/housing-and-community/programs/affordable-housing-program.html>  
Forms and templates are also provided on the Bank's website.