

AHP Online

Sponsor Registration Guide



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Registration in the AHP Online system is for sponsors **ONLY** – not members.

Before you begin, please review the following important information:

- Members have a different registration process and should contact their organization's Bank4Banks® Customer Security Administrator (CSA) or call FHLBank Pittsburgh at 800-288-3400, option 2.
- Each AHP Online user at a sponsoring organization should have their **own** unique user ID and password, and each person should have only **one** user ID.



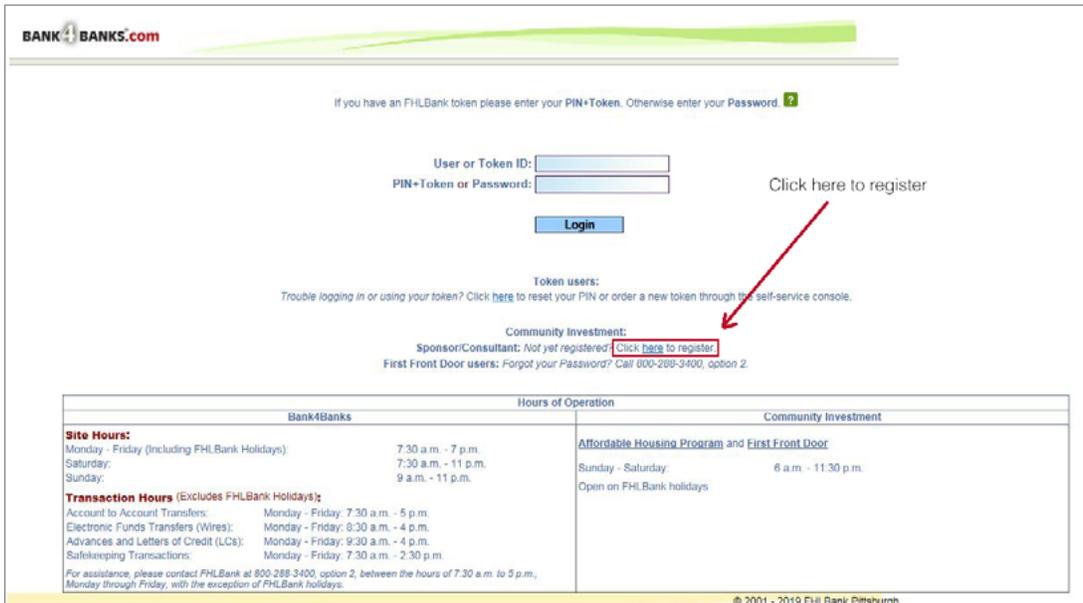
If you are unsure if you have a user ID, or if you forget your user ID,
DO NOT RE-REGISTER IN THE SYSTEM

Contact the Community Investment Department at
800-288-3400, option 4

- Bank4Banks is only compatible with the Internet Explorer browser.
- **Consultants:** You must register yourself using your consulting agency, NOT the client organization you are currently working with as a consultant.
- AHP Online has extensive security measures in place. It's important to remember your login information to avoid being locked out of the system.

Register Your Account

Step 1: Visit www.fhlb-pgh.com and click the Bank4Banks Login button on the upper-right corner of the homepage. A new window will appear. To register, click as indicated by the red arrow.



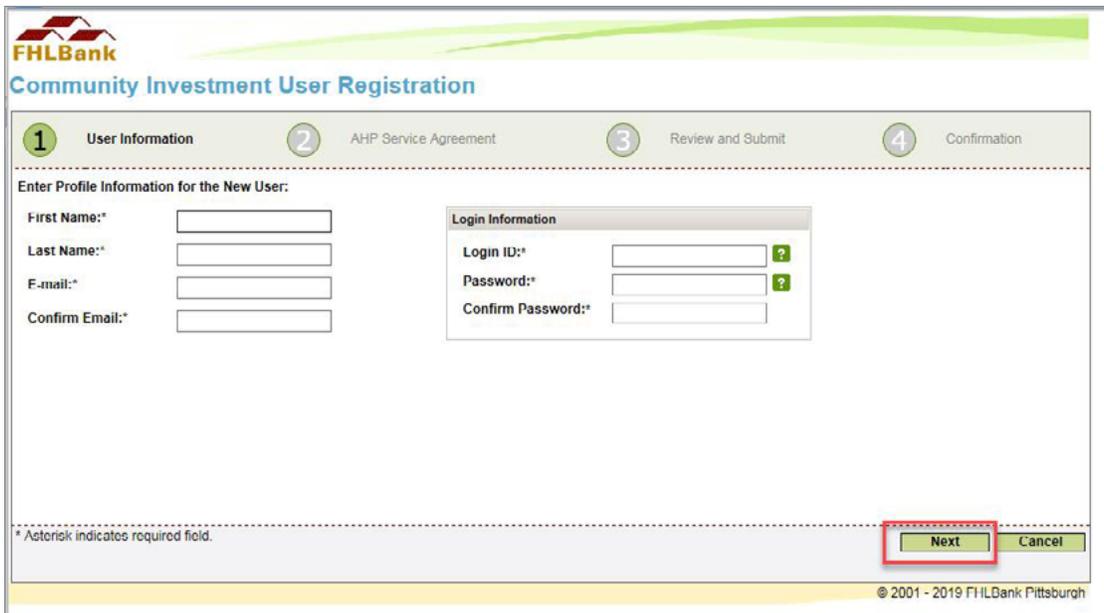
The screenshot shows the FHLBank login page. At the top, it says "BANK 4 BANKS.com". Below that, there is a prompt: "If you have an FHLBank token please enter your PIN+Token. Otherwise enter your Password." There are two input fields: "User or Token ID:" and "PIN+Token or Password:". Below these is a "Login" button. To the right of the input fields, there is a link "Click here to register" with a red arrow pointing to it. Below the login section, there is a "Token users:" section with a link "Click here to reset your PIN or order a new token through the self-service console." Below that is a "Community Investment:" section with a link "Click here to register" highlighted in red. At the bottom, there is a table with "Hours of Operation" for "Bank4Banks" and "Community Investment".

| Bank4Banks | Hours of Operation | Community Investment |
|---|--|--|
| Site Hours: Monday - Friday (Including FHLBank Holidays): 7:30 a.m. - 7 p.m. Saturday: 7:30 a.m. - 11 p.m. Sunday: 9 a.m. - 11 p.m. | Transaction Hours (Excludes FHLBank Holidays): Account to Account Transfers: Monday - Friday: 7:30 a.m. - 5 p.m. Electronic Funds Transfers (Wires): Monday - Friday: 9:30 a.m. - 4 p.m. Advances and Letters of Credit (LCs): Monday - Friday: 9:30 a.m. - 4 p.m. Safekeeping Transactions: Monday - Friday: 7:30 a.m. - 2:30 p.m. | Affordable Housing Program and First Front Door Sunday - Saturday: 6 a.m. - 11:30 p.m. Open on FHLBank holidays |

Step 2: Complete the required information marked with an asterisk.

Your password must be at least 8 characters in length and contain at least 1 alpha character (uppercase or lowercase), 1 numeric character and 1 of the following special characters: #,\$,&.

When you are finished, click "Next."



The screenshot shows the "Community Investment User Registration" page. At the top, there is the FHLBank logo. Below that, there is a progress bar with four steps: 1. User Information, 2. AHP Service Agreement, 3. Review and Submit, and 4. Confirmation. The "User Information" step is active. Below the progress bar, there is a section "Enter Profile Information for the New User:". There are four input fields: "First Name:*", "Last Name:*", "E-mail:*", and "Confirm Email:*". To the right of these fields is a "Login Information" section with three input fields: "Login ID:*", "Password:*", and "Confirm Password:*". Each of these fields has a green question mark icon to its right. At the bottom right, there are two buttons: "Next" (highlighted with a red box) and "Cancel". At the bottom left, there is a note: "* Asterisk indicates required field." At the bottom right, there is a copyright notice: "© 2001 - 2019 FHLBank Pittsburgh".

Step 3: Read and accept the Bank4Banks AHP Services Agreement. Select "I Agree" at the bottom of the page, then click "Next."

FHLBank
Community Investment User Registration

1 ✓ User Information 2 AHP Service Agreement 3 Review and Submit 4 Confirmation

Please agree to AHP Service Agreement by clicking on I Agree at the bottom of the page.*

FHLBank **Bank4Banks®**
PITTSBURGH AHP Services Agreement

This Bank4Banks® AHP Services Agreement ("Agreement") is made as of the date executed by sponsor/consultant ("AHP Participant") through Bank4Banks.

I Agree I Disagree

*Asterisk indicates required field.

Back **Next** Cancel

Step 4: Confirm that the information is correct, and type the text of the image as seen below the white box. Then click "Submit."

FHLBank
Community Investment User Registration

1 ✓ User Information 2 ✓ AHP Service Agreement 3 Review and Submit 4 Confirmation

First Name: Guidetest Login Information Text on Image: * ?

Last Name: Guidetest Login ID: GuideTest

E-mail: rhiannon.haller@fhlb-pgh.com

tin

*Asterisk indicates required field.

Back **Submit** Cancel

© 2001 - 2019 FHLBank Pittsburgh

Step 5: Review the information, and click "Finish." Please note that it will take 30 minutes to process your registration information. You will receive an email when the process is complete. After you receive this notification email, you may log into the system.

The screenshot displays the FHLBank Community Investment User Registration interface. At the top left is the FHLBank logo. Below it, the title "Community Investment User Registration" is shown. A progress bar at the top indicates four steps: 1. User Information, 2. AHP Service Agreement, 3. Review and Submit, and 4. Confirmation. All steps are marked with a checkmark, indicating completion. Below the progress bar, a message box states: "Information" followed by a bullet point: "Your account has been successfully created! It will take 30 minutes to process the provided information. You will be notified by email when the process is complete." Below this message, user details are listed: First Name: Guidetest, Last Name: Guidetest, and E-mail: rhiannon.haller@fhib-pgh.com. To the right, a "Login Information" box shows the Login ID: GuideTest. At the bottom right, a "Finish" button is highlighted with a red box. The footer contains the copyright notice: © 2001 - 2019 FHL Bank Pittsburgh.

Attach Yourself to an Organization

Once you've successfully logged into AHP Online, you must attach yourself to an organization. If your organization has previously submitted an AHP application, it may already exist in the system.

Step 1: Visit www.fhlb-pgh.com, and click the Bank4Banks Login button on the upper-right corner of the homepage. A new window will open.

FHLBank
PITTSBURGH

Serving Members.
Strengthening Communities.

Bank4Banks* Login | Contact Us

Financials & Capital | Products | Impact | Public Policy Network | About Us | Resources

BANK4BANKS.com

If you have an FHLBank token please enter your PIN+Token. Otherwise enter your Password

User or Token ID:
PIN+Token or Password:

Token users:
Trouble logging in or using your token? Click [here](#) to reset your PIN or order a new token through the self-service console.

Community Investment:
Sponsor/Consultant: Not yet registered? Click [here](#) to register.
First Front Door users: Forgot your Password? Call 800-288-3400, option 2.

Step 2: Complete the required information marked with an asterisk. Enter the ZIP code and click the green Lookup box. The information below the ZIP code box will automatically populate. If the information does not populate correctly, please contact Amanda Frikker at amanda.frikker@fhlb-pgh.com.

User Profile

Edit Profile

Login ID: GuideTest
Salutation:* Dr.
First Name:* GuideTest
Middle Initial:
Last Name:* GuideTest
Title/Position:
Email:* rhannon.haller@fhlb-pgh
Confirm Email:* rhannon.haller@fhlb-pgh
Cell Phone Number:
Work Phone Number:* Extn:
Fax Number:
Address Line1*
Address Line2
ZIP* Zip+4
City Congressional District
County Census Tract
State CRSA
* Required to save the page

Step 3: Select an existing organization or create a new organization.

The screenshot shows a web form titled "Organization" with a progress bar at the top containing five steps: 1. Select Organization (highlighted), 2. Organization Information, 3. Service Area, 4. Review & Submit, and 5. Confirmation. Below the progress bar, the text "Select an option below.*" is followed by two radio button options: "Select an existing organization." and "Create new organization." At the bottom of the form, there is a note: "* Asterisk indicates required field." and two buttons: "Next" and "Cancel".

If your organization already exists in the AHP Online system, use the search box to locate it. Please note that it could be registered under a similar name or an acronym. If you re-register an organization under another name, it can cause errors in the system. The organization name will only appear if you search for it exactly as it is registered in the system. (Example: The Southern Housing Coalition could be listed in the system as "Southern Housing Coalition.") If your search includes the word "the," no results will be found, but you can search using a partial name, such as "Southern Housing," to locate your organization.

This screenshot is similar to the previous one but shows the "Select an existing organization." radio button selected. Below the radio buttons, there is a search interface consisting of a text input field labeled "Organization Name", a "Search" button, and a "Reset" button. A red rectangular box highlights the "Organization Name" field, the "Search" button, and the "Reset" button. Below the search box, there is a red instruction: "Please enter a partial or full input organization name and click search." At the bottom of the form, there is a note: "* Asterisk indicates required field." and two buttons: "Next" and "Cancel".

When you are finished, click "Next."

Organization ?

1 Select Organization 2 Organization Information 3 Service Area 4 Review & Submit 5 Confirmation

Select an option below.*

Select an existing organization.
 Create new organization.

Organization Name

| Select | Organization Name | City | State |
|----------------------------------|--|-----------------|-------|
| <input checked="" type="radio"/> | Almost Heaven Habitat for Humanity | LEWISBURG | WV |
| <input type="radio"/> | Armstrong Habitat for Humanity | KITTANNING | PA |
| <input type="radio"/> | Central Delaware Habitat for Humanity, Inc. | DOVER | DE |
| <input type="radio"/> | Cumberland Valley Habitat for Humanity | Carlisle | PA |
| <input type="radio"/> | Greater Charlottesville Habitat for Humanity | CHARLOTTESVILLE | VA |

(1 of 11) 1 2 3 4 5 6 7 8 9 10

* Asterisk indicates required field

Step 4: Enter the information for your new organization. If you are attaching yourself to an existing organization, review the current information and make any necessary updates.

If creating a new organization, enter the ZIP code and click the green Lookup box. The information below the ZIP code box will automatically populate. If the information does not populate correctly, please contact Amanda Frikker at amanda.frikker@fhlb-pgh.com.

When you are finished, click "Next."

Organization ?

1 Select Organization 2 Organization Information 3 Service Area 4 Review & Submit 5 Confirmation

Organization Information

Organization Name*

Organization Type*

Phone Number*

Fax Number

Website

Mailing Address

Address Line1*

Address Line2

ZIP* ZIP+4* ?

City

County

State

Services Provided*

Affordable Housing Development Employment Training Other

Architectural/Engineering Financial Literacy

Consulting Health Care Services

Counseling Services (mental health) Housing Counseling (pre and post)

Counseling Services (residential support) Job Training/Welfare to Work

Counseling Services (substance abuse) Legal

Day Care/Youth Programs Primarily serving women, minorities or the disabled

Education Property Management

Elderly Services Special Needs Housing

* Asterisk indicates required field

Step 5: Answer the service-area questions as they apply to your project.

Guidetest Guidetest | Logout Current as of May 21, 2019 at 9:44 AM EDT

Organization ?

1 Select Organization 2 Organization Information 3 Service Area 4 Review & Submit 5 Confirmation

Does the organization service the entire United States of America?* Yes No

Organization ?

1 ✓ Select Organization 2 ✓ Organization Information 3 Service Area 4 Review & Submit 5 Confirmation

Does the organization service the entire United States of America?* Yes No

Does the organization service multiple states?* Yes No

State*

Does the organization service the entire state?* Yes No

County

Select County(ies)*

| | | |
|-----------|----|------------|
| ADAMS | > | ALL EGHENY |
| ARMSTRONG | >> | |
| BEAVER | < | |
| BEDFORD | << | |
| BERKS | | |

Does the organization service the entire county(ies) selected?* Yes No

Municipality(ies)

Enter Municipality*

Does the organization service the entire municipality(ies) selected?* Yes No

Neighborhood(s)

Enter Neighborhood*

* Asterisk indicates required field.

Use the green arrows to add and remove counties or states.

Use the "Add" and "Remove" buttons to add and remove municipalities and neighborhoods.

Step 6: Confirm that the information is correct. If you need to make changes, use the "Back" button to navigate previous screens. Once all information is accurate, click "Submit."

Organization ?

1 ✓ Select Organization 2 ✓ Organization Information 3 ✓ Service Area 4 Review & Submit 5 Confirmation

Organization Information

Organization Name: Guide Test Org
 Organization Type: Not-for-Profit Organization
 Services Provided: Affordable Housing Development
 Phone Number: 4122883408
 Fax Number:
 Website:
 Mailing Address: 601 Grant Street,
 PITTSBURGH,
 PA, 15219-4419

Service Area

Does the organization service the entire United States of America? yes

Step 7: Click "Finish" to be redirected to the AHP Online homepage.

Organization [?]

1 ✓ Select Organization 2 ✓ Organization Information 3 ✓ Service Area 4 ✓ Review & Submit 5

Organization Information

Organization Name Guide Test Org
Organization Type Not-for-Profit Organization
Services Provided Affordable Housing Development
Phone Number 4122883406
Fax Number
Website
Mailing Address 801 Grant Street,
PITTSBURGH,
PA, 15219-4419

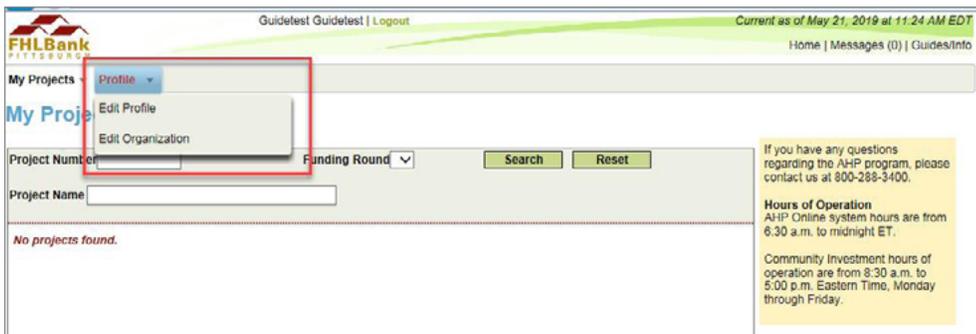
Service Area

Does the organization service the entire United States of America? yes

If you need to be associated with an existing project, the Lead Sponsor Contact can add you from the project's Sponsor and Member Information page. Contact FHLBank's Community Investment Department at 800-288-3400, option 4, if you require assistance with this process.

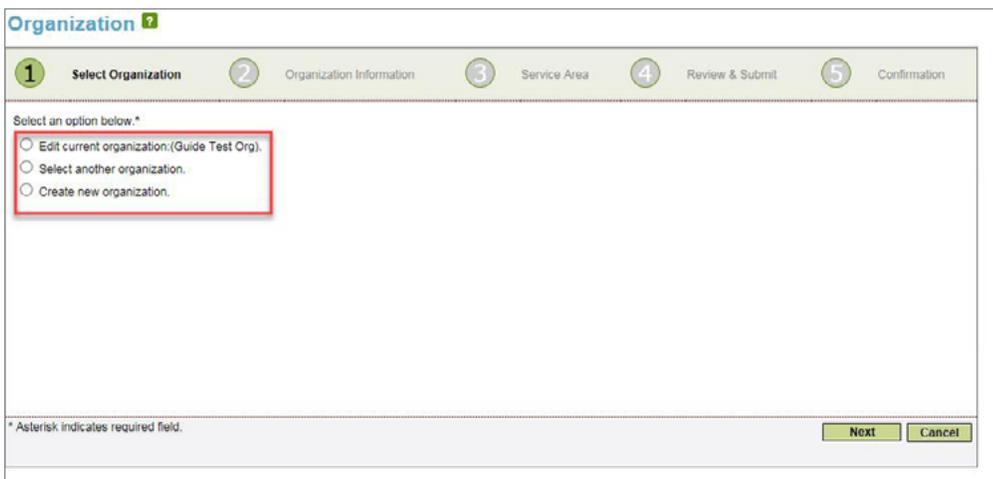
Edit Your Profile and Organization

Edits to your profile and organization may be made via the AHP Online homepage by hovering over the Profile tab and selecting the applicable page.



The Edit Profile page will allow you to edit your name and contact information.

The Edit Organization page will allow you to edit your current organization, select another organization or create a new organization.



All AHP program information, forms and guides can be located at www.fhlp-gph.com/ahp.

“Bank4Banks” is a registered trademark of the Federal Home Loan Bank of Pittsburgh.



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