



## **AHP Online Registration for Sponsors**



# Table of Contents

|  |           |
|--|-----------|
| <b>Guide for Registering for AHP Online:</b> ..... | <b>3</b>  |
| Sponsor/Consultant Registration .....              | 3         |
| <b>Creating an Account</b> .....                   | <b>3</b>  |
| Setting Up Your User Profile.....                  | 6         |
| Edit Profile Screen .....                          | 6         |
| <b>Create or Select An Organization</b> .....      | <b>7</b>  |
| Organization Information.....                      | 8         |
| Service Area.....                                  | 9         |
| Review & Submit .....                              | 10        |
| Confirmation .....                                 | 10        |
| <b>Using AHP Online Once Registered</b> .....      | <b>11</b> |
| Accessing AHP Online.....                          | 11        |
| Logging In .....                                   | 12        |
| Receiving and Entering the Verification Code.....  | 13        |
| Editing the User Profile .....                     | 14        |
| Edit Organization.....                             | 15        |
| <b>Selecting Assigned Contacts</b> .....           | <b>16</b> |
| <b>Information Security</b> .....                  | <b>17</b> |
| Where is the data stored?.....                     | 17        |
| Useful Links: .....                                | 17        |
| For Technical Assistance: .....                    | 17        |

# Guide for Registering for AHP Online:

## SPONSOR/CONSULTANT REGISTRATION

### CREATING AN ACCOUNT

If this is the first time you are logging in, you will need to create an account.

1. There are three options to navigate to AHP Online.
  - From [www.fhlbtopeka.com/ahp](http://www.fhlbtopeka.com/ahp), select the 'Application' link on the left-hand side and select the AHP Online button.
  - You may also select 'Logins' on the top right portion of the website and select AHP Login.
  - Last you can go directly to AHP Online by entering [www.ahpfhlbtopeka.com](http://www.ahpfhlbtopeka.com) on your search engine.
2. On the Welcome Page, select "Sponsor Sign In."

**ALREADY REGISTERED BUT FORGOT YOUR USERNAME?**

**DO NOT re-register or create a new username, this causes issues in AHP Online.**

**Contact HCD for assistance at 866.571.8155.**



The screenshot shows the 'Welcome' page for FHLBank Topeka's AHP Online. The page features a blue header with the FHLBank Topeka logo and the text 'Welcome'. Below the header, there is a security notice: 'This is a secure site for FHLBank Topeka Affordable Housing Program participants.' Two blue buttons are visible: 'Sponsor Sign In' and 'Member Sign In'. A red box with a red arrow points to the 'Sponsor Sign In' button, containing the text: 'Select "Sponsor Sign In" to sign in for an existing account or to create a new account. If you have previously created an account but cannot remember your Username or password, contact HCD for assistance. DO not create a new account.' Below the buttons, the page states 'AHP Online hours: 6:30 a.m. to midnight CT' and provides contact information for the Housing and Community Development Department. At the bottom, a red box contains the text: 'For optimal performance, FHLBank recommends using the latest version of Internet Explorer.' The background of the page features a blue sky and a photograph of a modern house.

To create an account:

### First Tier Authentication

1. Enter the information required on the screen. **Be sure to enter all information before proceeding to the next step** (selecting "Send verification code").
2. Select "Send verification code." The prompt will change to "Verify code." This is the first step in the two-tier authentication process.
3. This step will authenticate the email address you provided. When the code is received via the email provided, enter the verification code, and select "Verify code." **The code must be entered within approximately three minutes, or you will be required to request a new verification code.**
4. Select "Create."

**FYI**

Passwords must be 8-16 characters and must include three out of four of the following:

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- One or more of the following symbols: @ # \$ % ^ & \* \_ + = [ ] { } | \ : ' ~ " ( ).

\*\*\*Do NOT create a username and/or password for another person. Authentication methods are sent to personal cell phone numbers and email addresses.

The screenshot shows the 'Sign up for a new FHLBank Topeka AHP sponsor account' form. Red callout boxes provide instructions for each field:

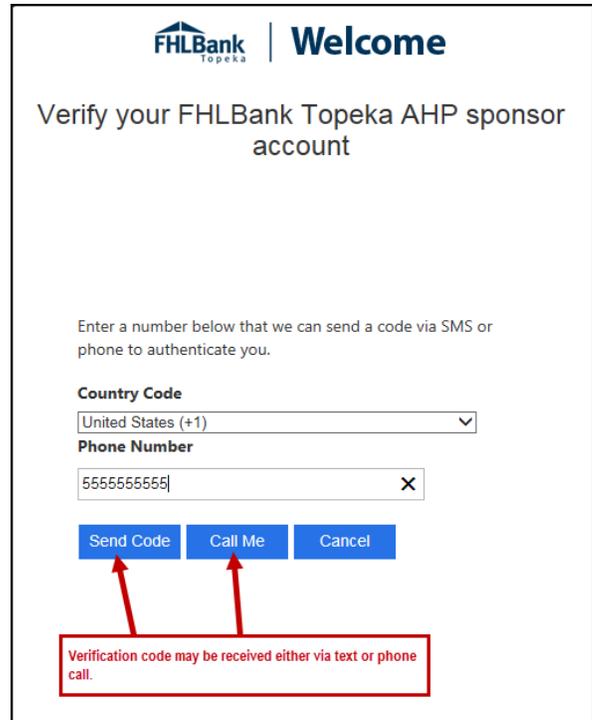
- Username:** Enter a Username. The Username must be all one word - no spaces.
- New Password:** Create a password. See criteria for creating an acceptable password.
- Confirm New Password:** Re-enter password.
- Email Address:** Enter the email address you intend to use for AHP Online.
- Send verification code:** Select "Send verification code."
- Given Name:** Enter your first name.
- Surname:** Enter your last name.
- Display Name (name displayed when logged in):** Enter the name you want displayed when you are logged in.

At the bottom, there are 'Create' and 'Cancel' buttons, with a red callout box pointing to the 'Create' button that says 'Select "Create."'

## Second Tier Authentication

The second tier of authentication is received via either text (“Send Code”) or phone call (“Call Me”).

1. Verify the “Country Code” is correct.
2. Enter the phone number to which you want the verification code sent. This number will also be used for all future verifications.
  - If a verification code will be received via text, follow the prompts on the screen. **The verification code must be entered within approximately three minutes, or you will be required to request a new verification code.**
  - If the verification will be received via phone call, follow the voice prompts in the phone call. **Verifications received via phone call must be made to a direct office number or cell phone (i.e. a number you will have access to when you are logging in to AHP Online).**



FHLBank Topeka | Welcome

Verify your FHLBank Topeka AHP sponsor account

Enter a number below that we can send a code via SMS or phone to authenticate you.

**Country Code**  
United States (+1) ▼

**Phone Number**  
5555555555 ✕

Send Code Call Me Cancel

Verification code may be received either via text or phone call.

## FYI

If you will access AHP Online from both your office and home computers, it may be best to enter your cell number as the phone number to which you want your verification code sent. If you are unable to receive the verification code, you will be unable to access AHP Online. Likewise, if you do not have a direct office number that reaches only you, it may also be best to enter your cell number.

## SETTING UP YOUR USER PROFILE

### EDIT PROFILE SCREEN

1. Enter information as applicable.
  - ❖ Fields highlighted in yellow are required.
  - ❖ Fields highlighted in green are optional.
  - a. The email displayed on this page is the email provided when the account was created. It cannot be edited by the user.
  - b. The Work Phone Number you provide does not need to be the same as the phone number you provided for the authentication process. It does not need to be a direct line and may be an office line with an extension number.
2. Review information and select “Save” to continue.

Jane Doe | [Logout](#)
Current as of April 20, 2017 at 11:54 AM CDT

### User Profile ?

= Required fields  
 = Optional fields

Edit Profile

|                        |   |                            |  |
|------------------------|---|----------------------------|--|
| <b>Login ID:</b>       | dq15czwe!gmfxyt38uug7ki-  | <b>Cell Phone Number:</b>  | <div style="background-color: green; width: 100px; height: 15px;"></div>   |
| <b>Salutation:*</b>    | <div style="background-color: yellow; border: 1px solid gray; padding: 2px;">Ms. ▼</div>        | <b>Work Phone Number:*</b> | <div style="background-color: yellow; border: 1px solid gray; padding: 2px;">5555555555</div> Extn: <div style="background-color: green; border: 1px solid gray; padding: 2px; width: 40px;"></div>  |
| <b>First Name:*</b>    | Jane  | <b>Fax Number:</b>         | <div style="background-color: green; border: 1px solid gray; padding: 2px; width: 100px;"></div>   |
| <b>Middle Initial:</b> | <div style="background-color: green; border: 1px solid gray; padding: 2px; width: 40px;"></div> | <b>Address Line1*</b>      | <div style="background-color: yellow; border: 1px solid gray; padding: 2px;">One Security Benefit Place</div>  |
| <b>Last Name:*</b>     | Doe   | <b>Address Line2</b>       | <div style="background-color: green; border: 1px solid gray; padding: 2px; width: 100px;"></div>   |
| <b>Title/Position:</b> | <div style="border: 1px solid gray; padding: 2px;">Executive Director</div>                     | <b>ZIP*</b>                | <div style="background-color: yellow; border: 1px solid gray; padding: 2px;">66606</div>   |
| <b>Email:*</b>         | terri.smith@fhlbtopeka.com  | <b>Zip+4</b>               | <div style="background-color: yellow; border: 1px solid gray; padding: 2px;">2542</div> <span style="border: 1px solid gray; padding: 2px 5px;">Lookup</span> <span style="float: right; border: 1px solid gray; padding: 2px 5px;">?</span> |
| <b>Confirm Email:*</b> | terri.smith@fhlbtopeka.com  | <b>City</b>                | TOPEKA <b>Congressional District</b> KS02  |
|                        |   | <b>County</b>              | SHAWNEE  |
|                        |   | <b>State</b>               | KS <b>Census Tract</b> 0024.00   |
|                        |   |                            | <b>CBSA</b> 45820  |

\* Required to save the page

Save
Undo

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### CREATE OR SELECT AN ORGANIZATION

If this is the first time your organization is applying for AHP funding, the first person to register will be required to create a new organization.

If more than one individual will register for the same organization, only the first person registering for that organization will need to create the organization on this screen. **After the organization is created, all remaining person registering for AHP Online should click 'Select an existing organization' and search by organization name.**

**CREATING AN ORGANIZATION TWICE will cause issues in AHP Online.**

**Contact HCD for assistance at 866.571.8155.**

To create a new organization, select "Create new organization." If the organization has already been entered in AHP Online, select "Select an existing organization" and review pages for accuracy. If information needs to be edited, see "[Edit the User Profile](#)" or "[Edit Organization](#)."

Jane Doe | Logout Current as of April 20, 2017 at 11:58 AM CDT

## 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.

\* Asterisk indicates required field.

Select "Next." → Next Cancel

## ORGANIZATION INFORMATION

- Enter information as applicable.
  - ❖ Fields highlighted in yellow are required.
  - ❖ Fields highlighted in green are optional.
- Select at least one or more services provided as applicable.
- Review information for accuracy and select "Next" to continue.

### FYI

Use [www.usps.com](http://www.usps.com) to verify the ZIP+4.

See [ZIP + 4 and Census Tract Look Up](#) for instructions.

Jane Doe | Logout Current as of April 20, 2017 at 11:59 AM CDT

**Organization** ?

**Legend:**  
 = Required fields  
 = Optional fields

**Progress:** 1 Select Organization | 2 **Organization Information** | 3 Service Area | 4 Review & Submit | 5 Confirmation

**Organization Information**

Organization Name\* Specialty Services Inc  
 Organization Type\* Not-for-Profit Organization  
 Phone Number\* 5555555555  
 Fax Number  
 Website

**Mailing Address**

Address Line1\* One Security Benefit Place  
 Address Line2  
 ZIP\* 66606 ZIP+4\* 2542  ?  
 City TOPEKA  
 County SHAWNEE  
 State KS

**Services Provided\*** Must select at least one type of service provided.

|  |  |                                |
|--|--|--------------------------------|
| <input type="checkbox"/> Affordable Housing Development            | <input type="checkbox"/> Employment Training                           | <input type="checkbox"/> Other |
| <input type="checkbox"/> Architectural/Engineering                 | <input type="checkbox"/> Financial Literacy                            |                                |
| <input type="checkbox"/> Consulting                                | <input type="checkbox"/> Health Care Services                          |                                |
| <input type="checkbox"/> Counseling Services (mental health)       | <input type="checkbox"/> Housing Counseling (pre and post)             |                                |
| <input type="checkbox"/> Counseling Services (residential support) | <input type="checkbox"/> Job Training/Welfare to Work                  |                                |
| <input type="checkbox"/> Counseling Services (substance abuse)     | <input type="checkbox"/> Legal   |                                |
| <input type="checkbox"/> Day Care/Youth Programs                   | <input type="checkbox"/> Office of Minority and Women Inclusion (OMWI) |                                |
| <input type="checkbox"/> Education                                 | <input type="checkbox"/> Property Management                           |                                |
| <input checked="" type="checkbox"/> Elderly Services               | <input checked="" type="checkbox"/> Special Needs Housing              |                                |

\* Asterisk indicates required field.

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**FHLBank recommends sponsors select "Project Sponsor" and consultants select "Other" for Organization Type**

## SERVICE AREA

1. Provide information regarding the sponsor organization's service area. AHP Online will provide prompts based on information provided. If the organization services the entire United States of America, no additional prompts will display.
2. Select "Next" when finished.

In the example below, the sponsor organization only provides service to certain neighborhoods within a municipality.

**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)\*

|          |    |  |
|----------|----|--|
| ALLEN    | >  |  |
| ANDERSON | >> |  |
| ATCHISON | <  |  |
| BARBER   | << |  |
| BARTON   |    |  |

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.

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## REVIEW & SUBMIT

1. Review the information for accuracy.
2. Select “Back” to correct information.
3. Select “Submit” to complete and submit the Organization Information.

Jane Doe | Logout Current as of April 20, 2017 at 12:11 PM CDT

**Organization** ?

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

**Organization Information**

Organization Name Specialty Services Inc  
 Organization Type Not-for-Profit Organization  
 Services Provided Elderly Services  
 Special Needs Housing  
 Phone Number 5555555555  
 Fax Number  
 Website  
 Mailing Address One Security Benefit Place,  
 TOPEKA,  
 KS, 66606-2542

**Service Area**

Does the organization service the entire United States of America? no  
 Does the organization service multiple states? no  
 State Kansas  
 Does the organization service the entire state? no  
 Selected Counties SHAWNEE (KS)  
 Does the organization service the entire county(ies) selected? yes

If information is correct, select "Submit."

Back Submit Cancel

## CONFIRMATION

Select “Finish” to complete the Organization Information requirements to access AHP Online. If the organization needs to be edited, see “[Editing the User Profile.](#)” Otherwise, continue to “[Initiate Application.](#)”

Jane Doe | Logout Current as of April 20, 2017 at 12:12 PM CDT

**Organization** ?

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

**Organization Information**

Organization Name Specialty Services Inc  
 Organization Type Not-for-Profit Organization  
 Services Provided Elderly Services  
 Special Needs Housing  
 Phone Number 5555555555  
 Fax Number  
 Website  
 Mailing Address One Security Benefit Place,  
 TOPEKA,  
 KS, 66606-2542

**Service Area**

Does the organization service the entire United States of America? no  
 Does the organization service multiple states? no  
 State Kansas  
 Does the organization service the entire state? no  
 Selected Counties SHAWNEE (KS)  
 Does the organization service the entire county(ies) selected? yes

Select "Finish" to complete the Organization Information.

Finish

## USING AHP ONLINE ONCE REGISTERED

### ACCESSING AHP ONLINE

1. There are three options to navigate to AHP Online.
  - From [www.fhlbtopeka.com/ahp](http://www.fhlbtopeka.com/ahp), select the 'Application' link on the left-hand side and select the AHP Online button.
  - You may also select 'Logins' on the top right portion of the website and select AHP Login.
  - Last you can go directly to AHP Online by entering [www.ahpfhlbtopeka.com](http://www.ahpfhlbtopeka.com) on your search engine.
2. On the Welcome Page, select "Sponsor Sign In."

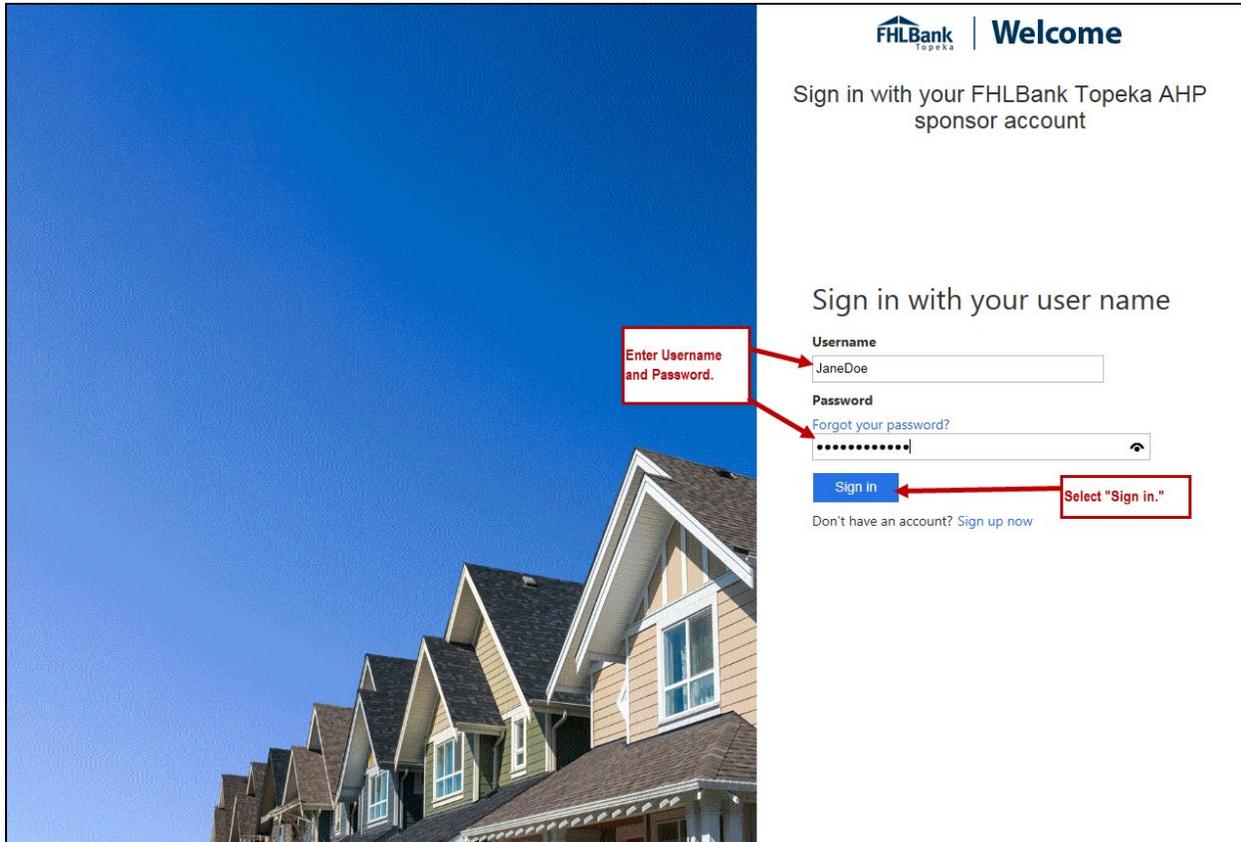


The screenshot shows the FHLBank Topeka AHP Welcome page. On the left, a blue banner features the text: "FHLBANK TOPEKA'S MISSION WE MAKE A DIFFERENCE BY HELPING OUR MEMBERS BUILD THEIR COMMUNITIES Thank you for partnering with us." Below this is a photo of a house. On the right, the page header includes the FHLBank Topeka logo and the word "Welcome". Below the header, it states: "This is a secure site for FHLBank Topeka Affordable Housing Program participants." There are two blue buttons: "Sponsor Sign In" and "Member Sign In". A red box with a red arrow points to the "Sponsor Sign In" button, containing the text: "Select 'Sponsor Sign In' to sign in for an existing account or to create a new account. If you have previously created an account but cannot remember your Username or password, contact HCD for assistance. DO not create a new account." Below the buttons, it says "AHP Online hours: 6:30 a.m. to midnight CT" and "Questions? Click on the link to contact FHLBank's Housing and Community Development Department via email or call 866-571-8155." At the bottom of the page, a red box contains the text: "For optimal performance, FHLBank recommends using the latest version of Internet Explorer." The footer of the page contains the text: "FHLBank Topeka | One Security Benefit Place | Suite 100 | Topeka, KS 66606 | 785.233.0507 | © 2017 FHLBank Topeka | Legal Disclaimer | www.fhlbtopeka.com"

## LOGGING IN

If you do not have an existing account, you will need to create one. Go to the “[Sponsor/Consultant Registration](#)” section above.

1. Enter Username and password.
2. Select “Sign In.”
3. If you forgot your username, contact our department to retrieve.
4. If you forgot your password, select ‘Forgot your password?’ and follow the prompts on the screen.



The screenshot shows the login interface for FHLBank Topeka. The page header includes the FHLBank Topeka logo and the word "Welcome". Below the header, there is a prompt: "Sign in with your FHLBank Topeka AHP sponsor account". The main section is titled "Sign in with your user name" and contains the following elements:

- Username:** A text input field containing "JaneDoe".
- Password:** A password input field with masked characters (dots) and a "Forgot your password?" link.
- Sign in:** A blue button.
- Sign up now:** A link for users who do not have an account.

Red annotations are present on the screenshot:

- A red box containing the text "Enter Username and Password." has two arrows pointing to the Username and Password input fields.
- A red box containing the text "Select 'Sign in.'" has an arrow pointing to the Sign in button.



## RECEIVING AND ENTERING THE VERIFICATION CODE

Select the method by which you want to receive the verification code.

**Verification Code Received Via Text:** If a verification code will be received via text, follow the prompts on the screen.

1. Once the text is received, enter the verification code in the space provided. **The verification code must be entered within approximately three minutes, or you will be required to request a new verification code.**
2. If the verification code is entered within three minutes and is entered correctly, you will automatically be advanced to the next screen.

The screenshot shows the FHLBank Topeka 'Welcome' screen for account verification. The title is 'Verify your FHLBank Topeka AHP sponsor account'. Below the title, it says 'We have the following number on record for you. We can send a code via SMS or phone to authenticate you.' The phone number is 'XXX-XXX-XXXX'. A red box highlights the text 'Select method by which you want to receive the verification code.' At the bottom, there are three buttons: 'Send Code', 'Call Me', and 'Cancel'.

**Verification Code Received Via Phone:** If the verification will be received via phone call, follow the voice prompts in the phone call. **Verifications received via phone call must be made to your direct line.**

1. You must answer your phone. The verification process cannot take place with voice mail.
2. Upon following the voice prompts, you will automatically be advanced to the next screen.

The screenshot shows the FHLBank Topeka 'Welcome' screen for account verification. The title is 'Verify your FHLBank Topeka AHP sponsor account'. Below the title, it says 'We have the following number on record for you. We can send a code via SMS or phone to authenticate you.' The phone number is 'XXX-XXX-9149'. A red box highlights the text 'If the code is received via text, enter the code as shown below.' Below this, it says 'Enter your verification code below, or send a new code'. There is a text input field containing '798858'. At the bottom, there is a 'Cancel' button.

## EDITING THE USER PROFILE

Once you are logged in, to make changes to the User Profile:

1. Go to the “My Applications” or “My Projects” page.
2. In the “Profile” drop-down menu, select “Edit Profile.”
3. Edit information as needed.
4. Review information for accuracy and select “Save” to submit.
5. Only editable fields may be changed. Contact HCD at 866.571.8155 if you need to change the email address displayed on this screen.

| Application Number         | Application Name     | Status  |
|----------------------------|----------------------|---------|
| Current/Last Round - 2017A |                      |         |
| 10000395                   | Running Creek Villas | Pending |

**Funding Round Information:**  
**Application Deadline:** As established annually in the AHP Implementation Plan.  
 If you have any questions regarding the AHP, please contact us at 866-571-8155.  
**Hours of Operation:** Housing and Community Development hours of operation are from 8:00 a.m. to 5:00 p.m. CT, Monday through Friday, excluding federal holidays.

**\*\*\*The phone number displayed on this screen is not the phone number provided at registration to be used for the two-tier authentication process. If you need to change the phone number or email addressed used to register, contact HCD at 866.571.8155.**

**User Profile** ?

**Edit Profile**

Only information with editable fields may be changed.

**Login ID:** JaneDoe  
**Salutation:\*** Dr.   
**First Name:\*** Jane  
**Middle Initial:**   
**Last Name:\*** Doe  
**Title/Position:**   
**Email:\*** jjeyakumar@ceiamerica.com  
**Confirm Email:\*** jjeyakumar@ceiamerica.com

**Cell Phone Number:**   
**Work Phone Number:\*** 4129420202 **Extn:** 1234  
**Fax Number:**   
**Address Line1\*** One Security Benefit Place  
**Address Line2**   
**ZIP\*** 73101 **Zip+4** 4782 **Lookup** ?  
**City** OKLAHOMA CITY **Congressional District**  
**County** OKLAHOMA **Census Tract**  
**State** OK **CBSA**

\* Required to save the page

**Save** **Undo**

Review edited information for accuracy, and select "Save."

## EDIT ORGANIZATION

To make changes to the Organization:

1. Go to the “My Applications” or “My Projects” page.
2. In the “Profile” drop-down menu, select “Edit Organization.”
3. Select “Edit current organization (organization name).”  
**Do not select “Select another organization” or “Create new organization.”**
4. Select “Next.”

**\*\*\*Only editable fields may be updated.**

1. Select information to be edited.
2. Edit information as needed.
3. Review information for accuracy and select “Next” to continue.
4. Continue process through the “Review and Submit” screen. Review information for accuracy. Select “Submit.”
5. On the “Confirmation” screen, select “Finish.”

## SELECTING ASSIGNED CONTACTS

Only two contacts may be selected for a project at any given time.

1. To change contacts when needed, navigate to the project in AHP Online and select “Project” then “Sponsor and Member Information.”
2. Unselect the checkbox next to your name and select the other contact.
3. Ensure everything is correct and select “Save.”

\*\*\*You will no longer have access and will immediately be logged out. If you need access again, another contact will need to walk through the same process to re-select contacts.

| Name                           | Email Address              | Select                              |
|--------------------------------|----------------------------|-------------------------------------|
| FirstName_25526 LastName_25526 | testHCD AHP@fhlbtopeka.com | <input checked="" type="checkbox"/> |
| FirstName_25816 LastName_25816 | testHCD AHP@fhlbtopeka.com | <input checked="" type="checkbox"/> |
| FirstName_25838 LastName_25838 | testHCD AHP@fhlbtopeka.com | <input type="checkbox"/>            |
| FirstName_25897 LastName_25897 | testHCD AHP@fhlbtopeka.com | <input type="checkbox"/>            |

(1 of 1) [Navigation icons]

\* Required to save the page

To submit your changes please click **Save** before exiting this page.

[Save] [Undo]

## Information Security

### WHERE IS THE DATA STORED?

- The data is stored on Amazon Web Service servers in the cloud.
- Amazon Web Service Cloud Security website: <https://aws.amazon.com/security/>
- Information on Assurance certifications: <https://aws.amazon.com/compliance/pci-data-privacy-protection-hipaa-soc-fedramp-faqs/>

### USEFUL LINKS:

- Business Continuity Plan: <https://www.fhlbtopeka.com/corporate-governance/business-continuity-plan>
- Fraud Awareness: <https://www.fhlbtopeka.com/corporate-governance-fraud-awareness>
- FHLBank Information Assurance: <https://www.fhlbtopeka.com/corporate-governance-information-assurance>
- Internal Control System: <https://www.fhlbtopeka.com/corporate-governance-internal-control-system>

### FOR TECHNICAL ASSISTANCE:

Contact Housing and Community Development via the contact information below with questions or difficulty logging in. When contacting Housing and Community Development, provide your contact information (name, phone number, and email) and a description of the issue.

Phone: 866.571.8155

Email: [hcdahp@fhlbtopeka.com](mailto:hcdahp@fhlbtopeka.com)

#### **FYI**

To protect sensitive information, after logging out of AHP Online, close all browser windows.