FHLBank Topeka

AHP Online Registration for Sponsors



FHLBank Topeka

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Guide for Registering for AHP Online:

SPONSOR/CONSULTANT REGISTRATION

CREATING AN ACCOUNT

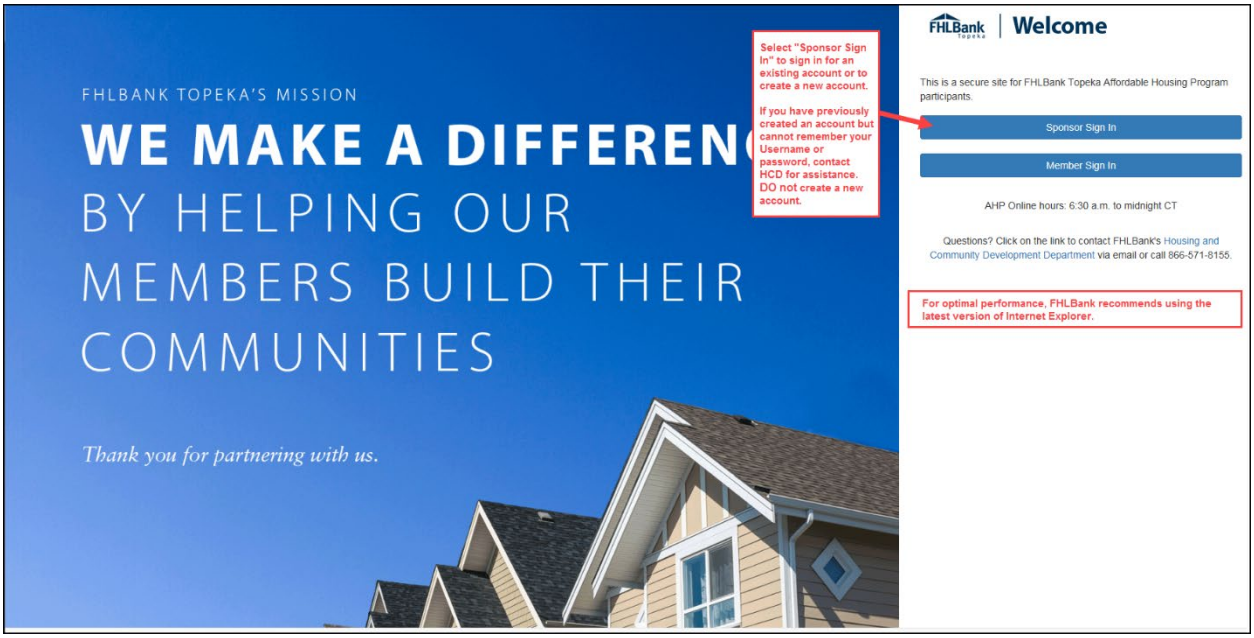
If this is the first time you are logging in, you will need to create an account.

1. There are three options to navigate to AHP Online.
   - From www.fhlbtopeka.com/ahp, 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 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.



To create an account:

First Tier Authentication

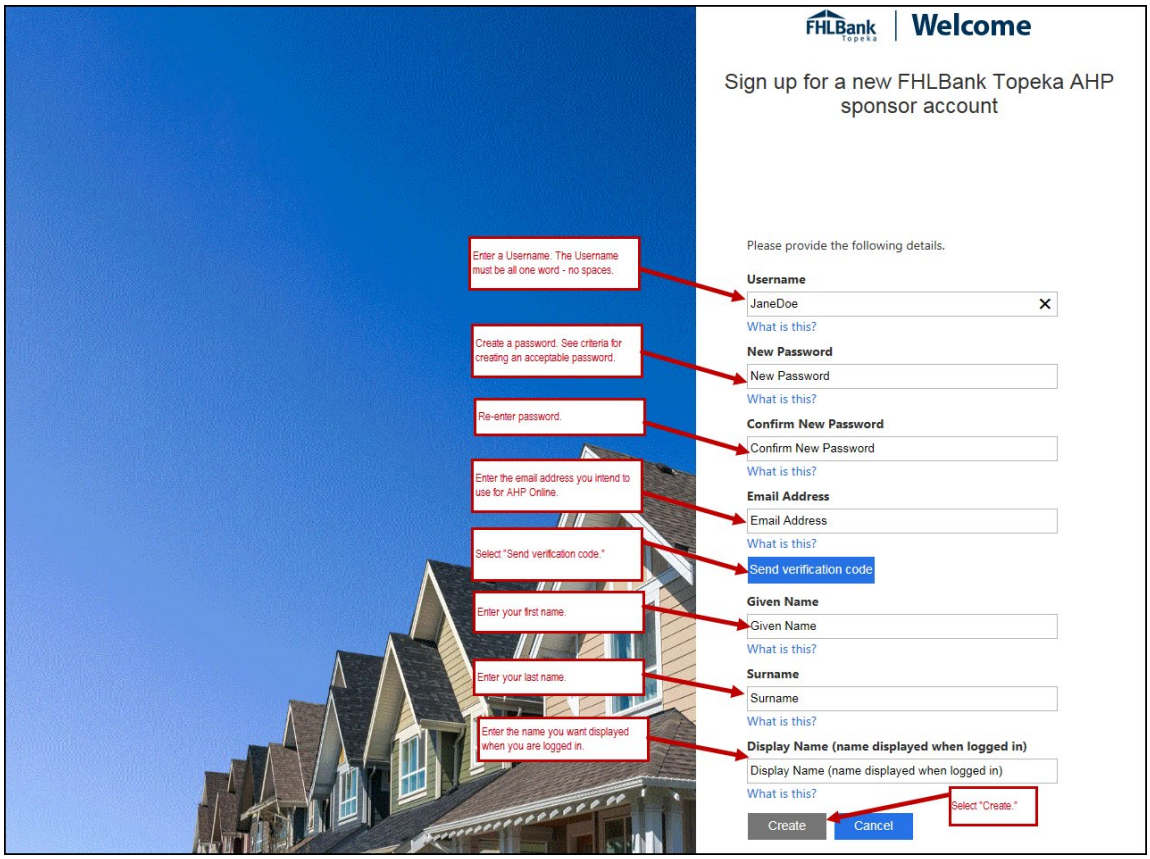
1. Enter the information required on the screen. Be sure to enter all information before proceeding to the next step (selecting "Send verification code").
2. Select "Send verification code." The prompt will change to "Verify code." This is the first step in the two-tier authentication process.
3. This 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: @ # $ % ^ & * __ + = [ ] { } | \ : ' ~ " ().

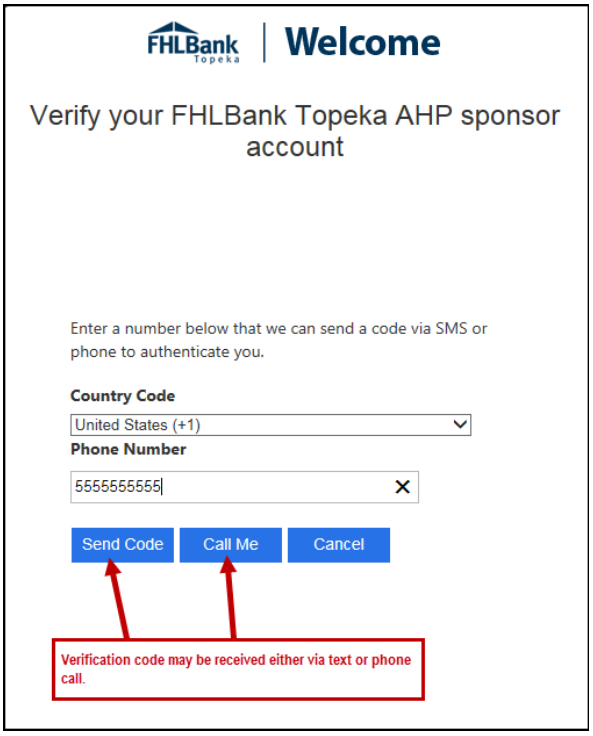
***Do NOT create a username and/or password for another person. Authentication methods are sent to personal cell phone numbers and email addresses.



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).**



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.

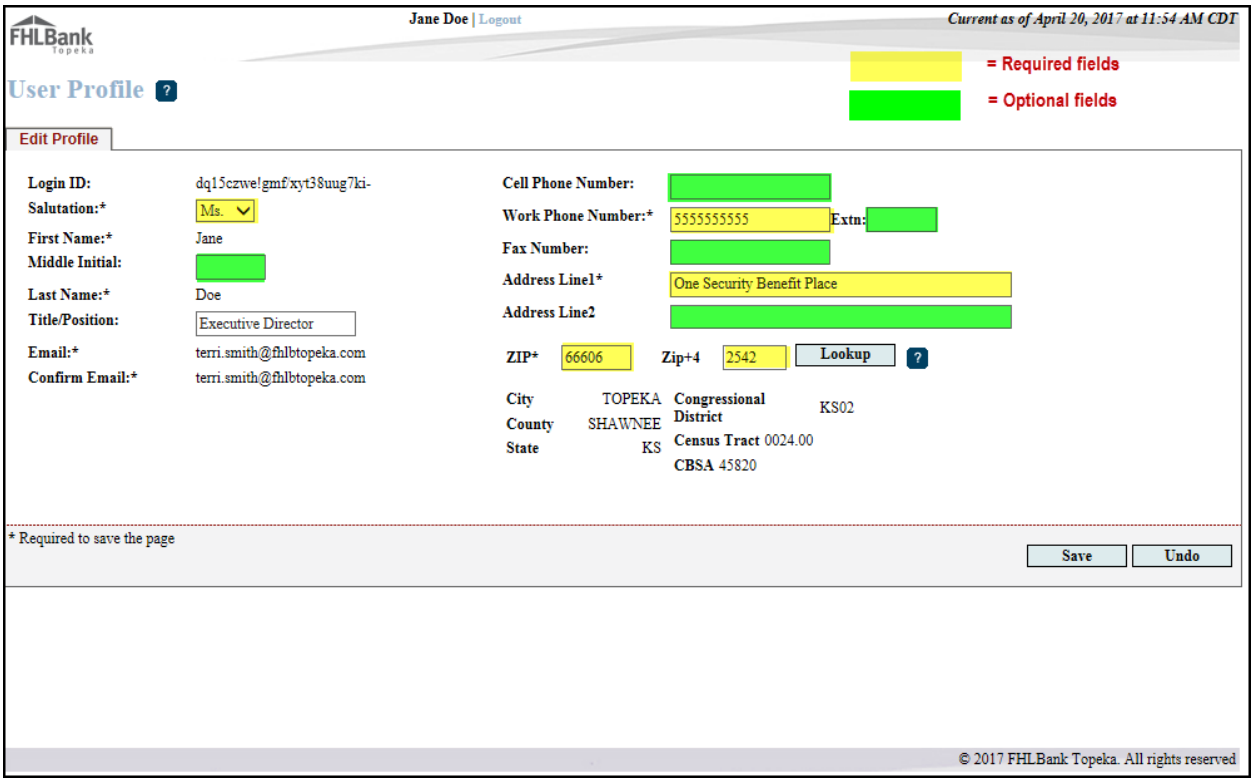
SETTING UP YOUR USER PROFILE

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.



Create or Select An Organization

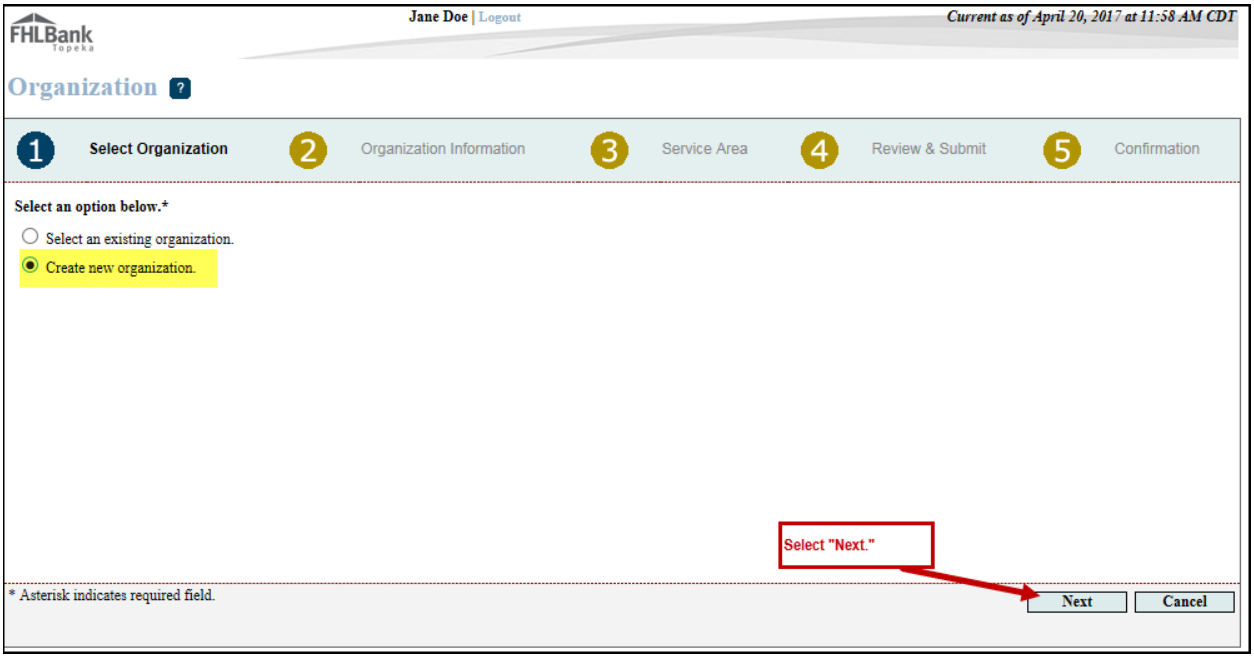
If this is the first time your organization is applying for AHP funding, the first person to register will be required to create a new organization.

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."



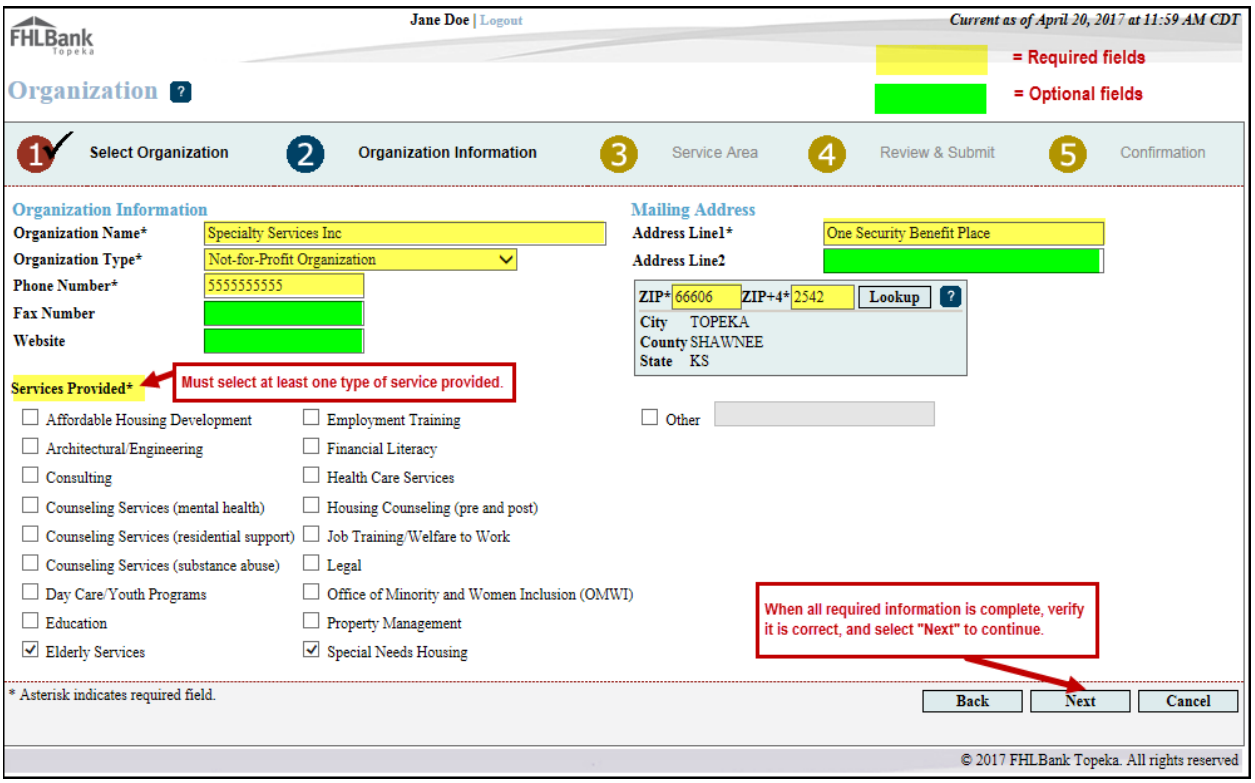
ORGANIZATION INFORMATION

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

FYI

Use www.usps.com to verify the ZIP+4.

See ZIP + 4 and Census Tract Look Up for instructions.

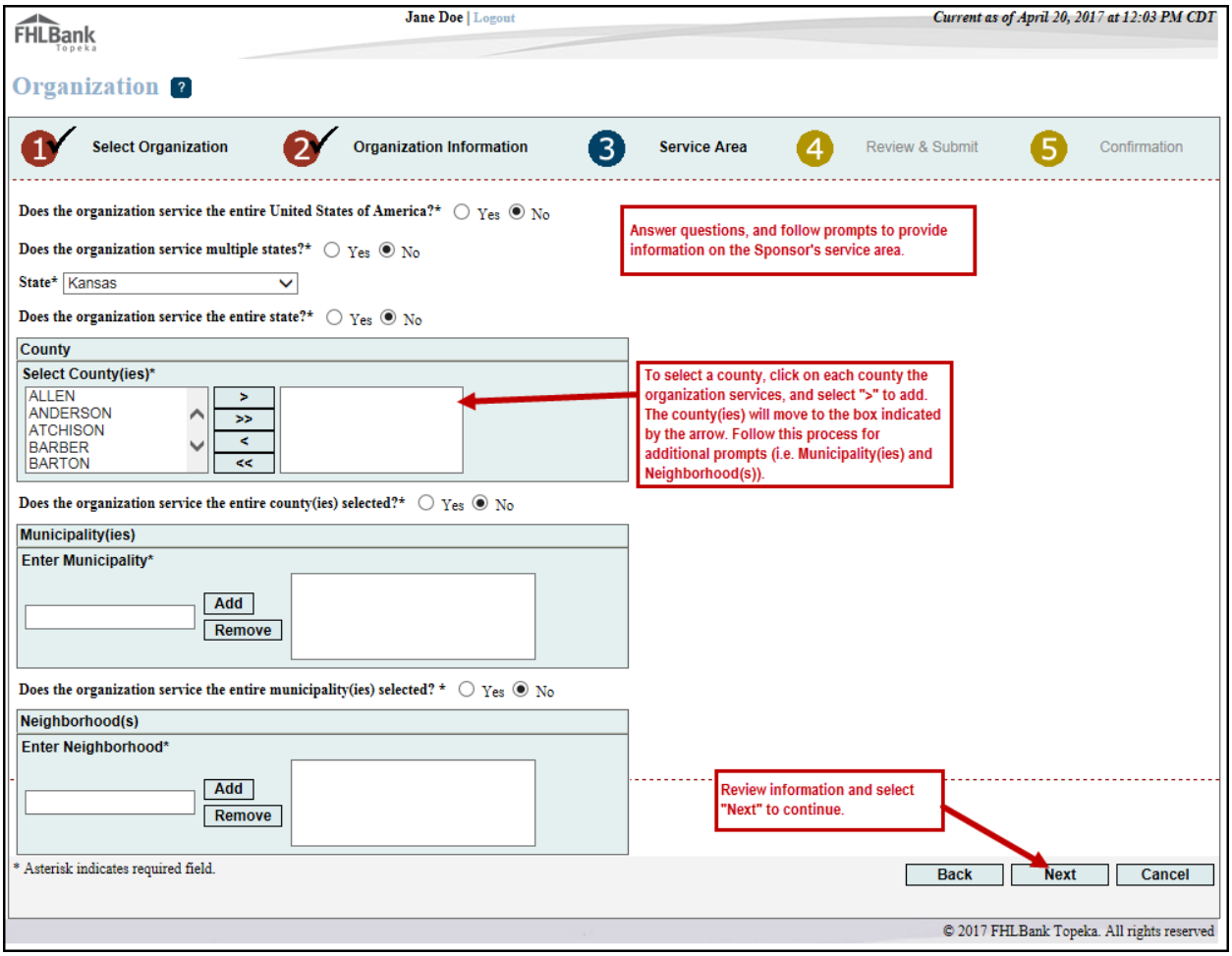


FHLBank recommends sponsors select "Project Sponsor" and consultants select "Other" for Organization Type

Service Area

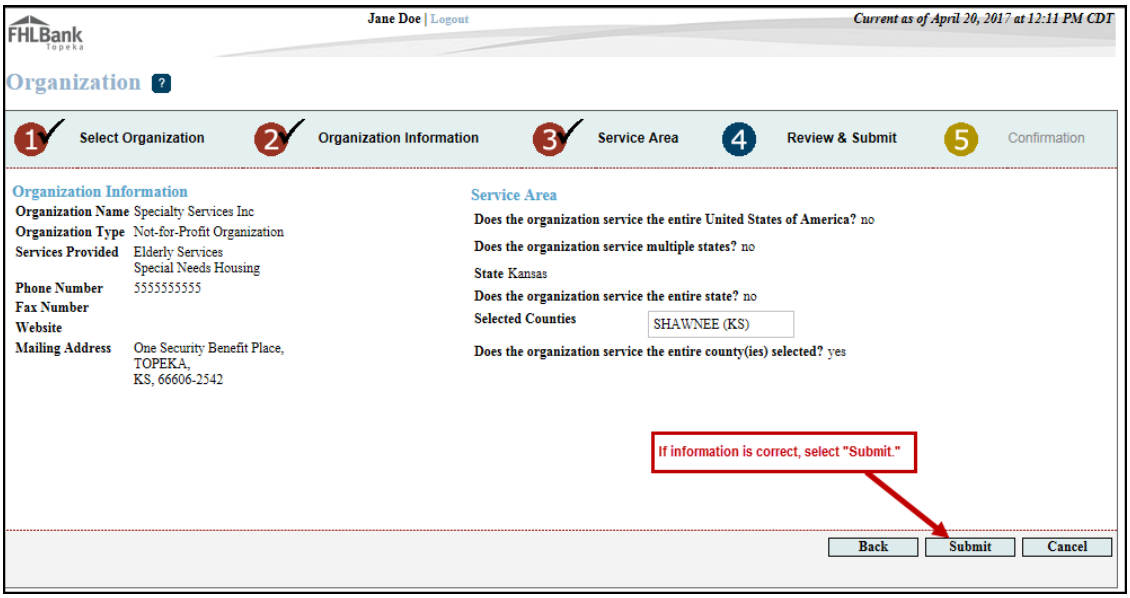
1. Provide information regarding the sponsor organization's service area. AHP Online will provide prompts based on information provided. If the organization services the entire United States of America, no additional prompts will display.
2. Select "Next" when finished.

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



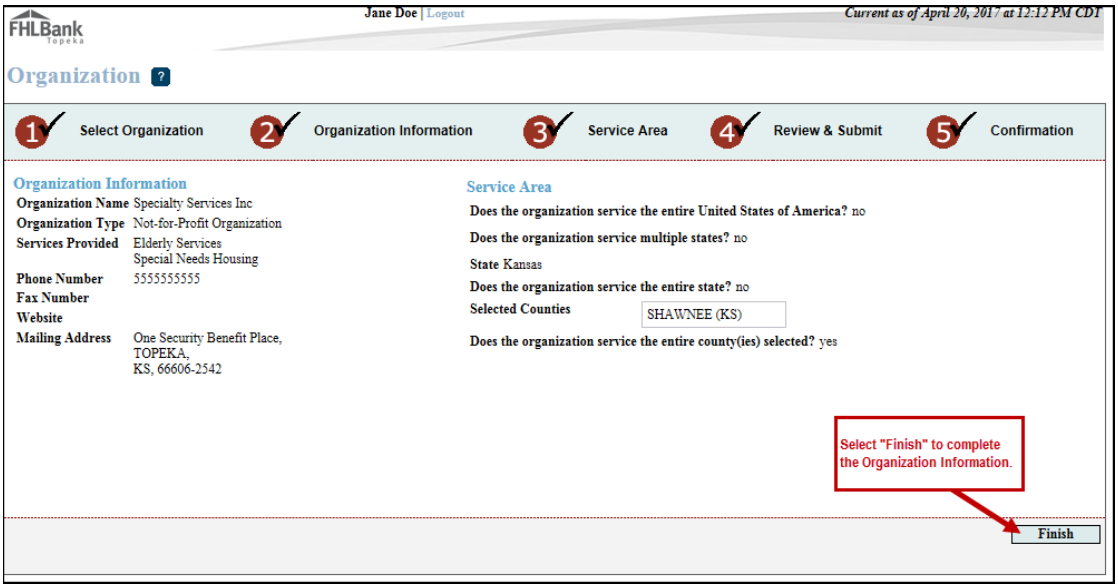
Review & Submit

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



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.”

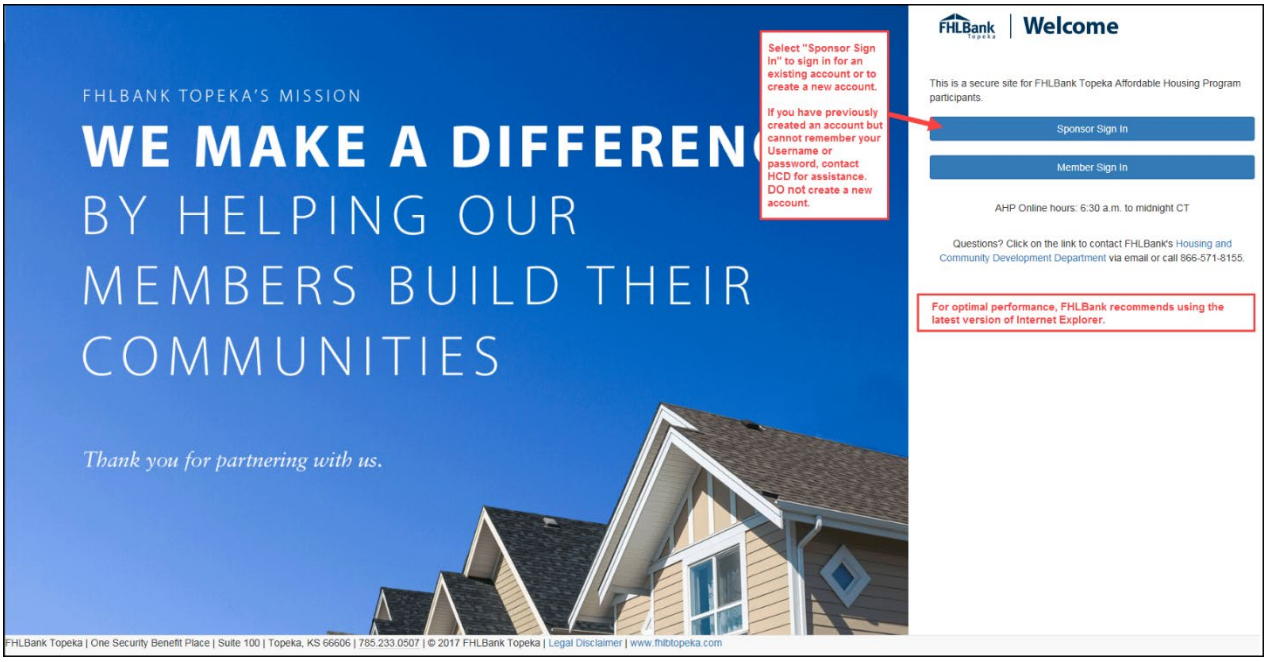


USING AHP ONLINE ONCE REGISTERED

ACCESSING AHP ONLINE

1. There are three options to navigate to AHP Online.
   - From 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 on your search engine.

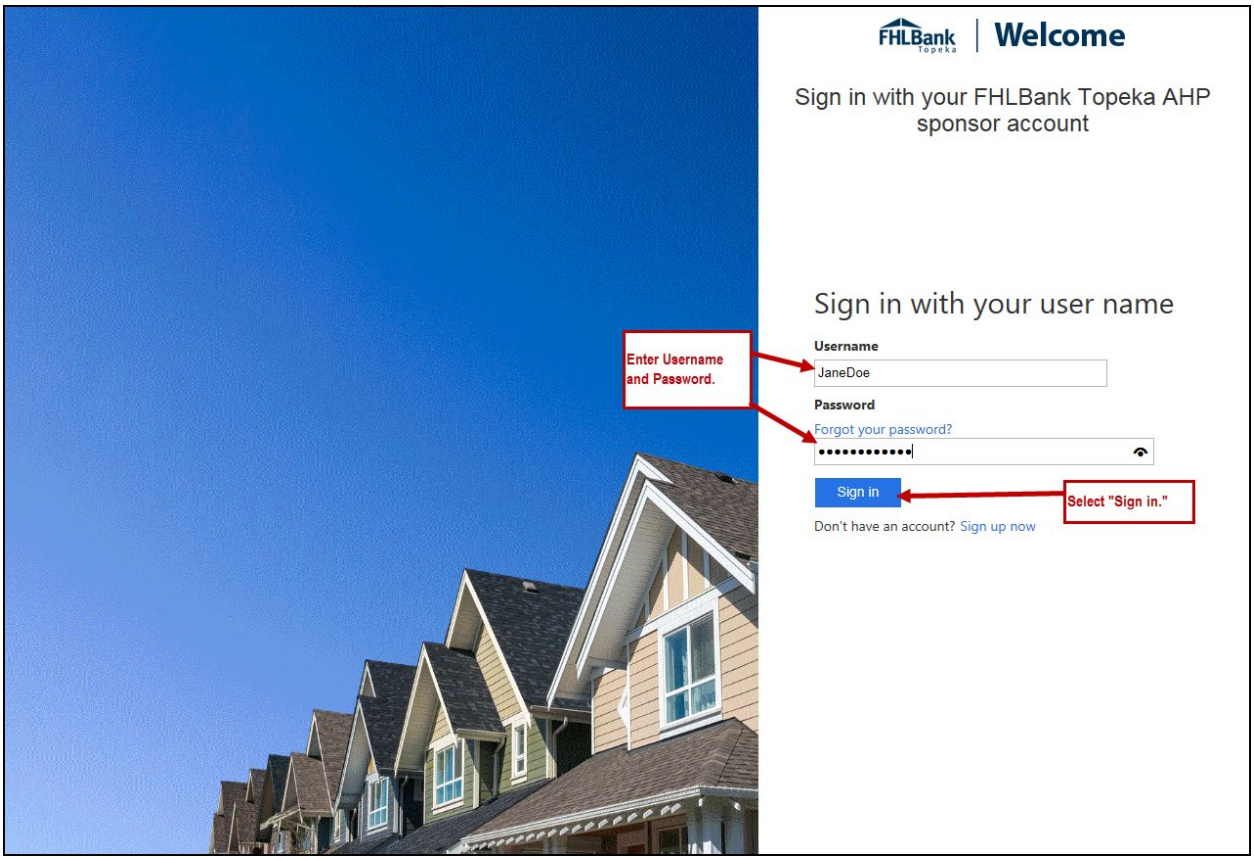
2. On the Welcome Page, select "Sponsor Sign In."



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.

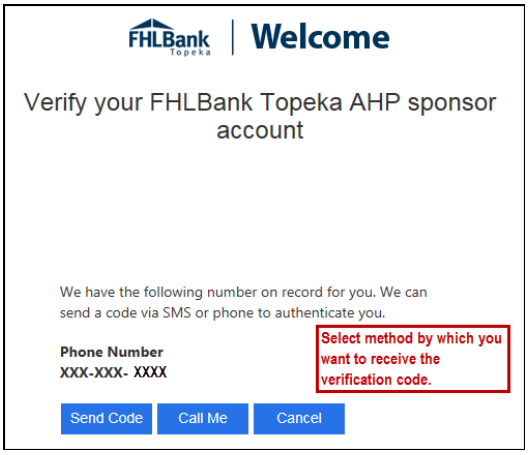


Receiving and Entering the Verification Code

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

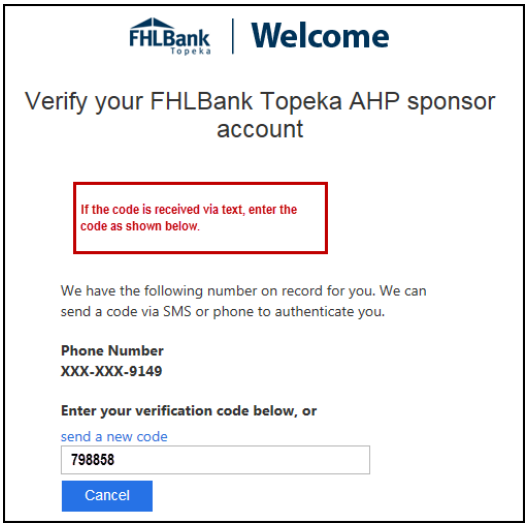
Verification Code Received Via Text: If a verification code will be received via text, follow the prompts on the screen.

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.



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.**

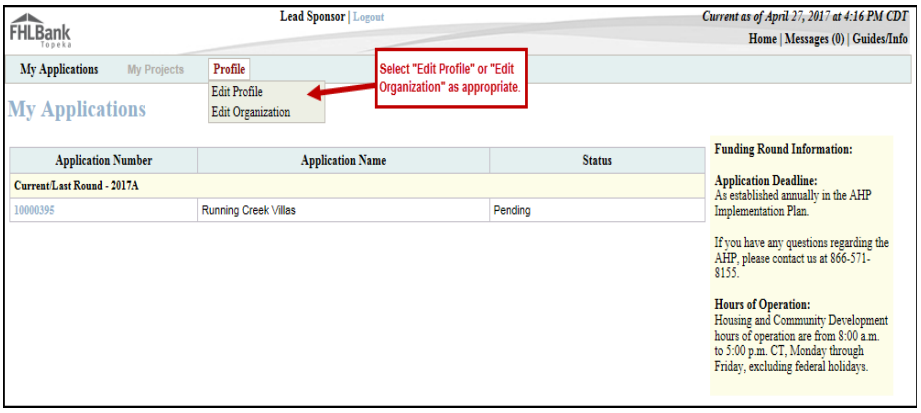
1. You must answer your phone. The verification process cannot take place with voice mail.
2. Upon following the voice prompts, you will automatically be advanced to the next screen.



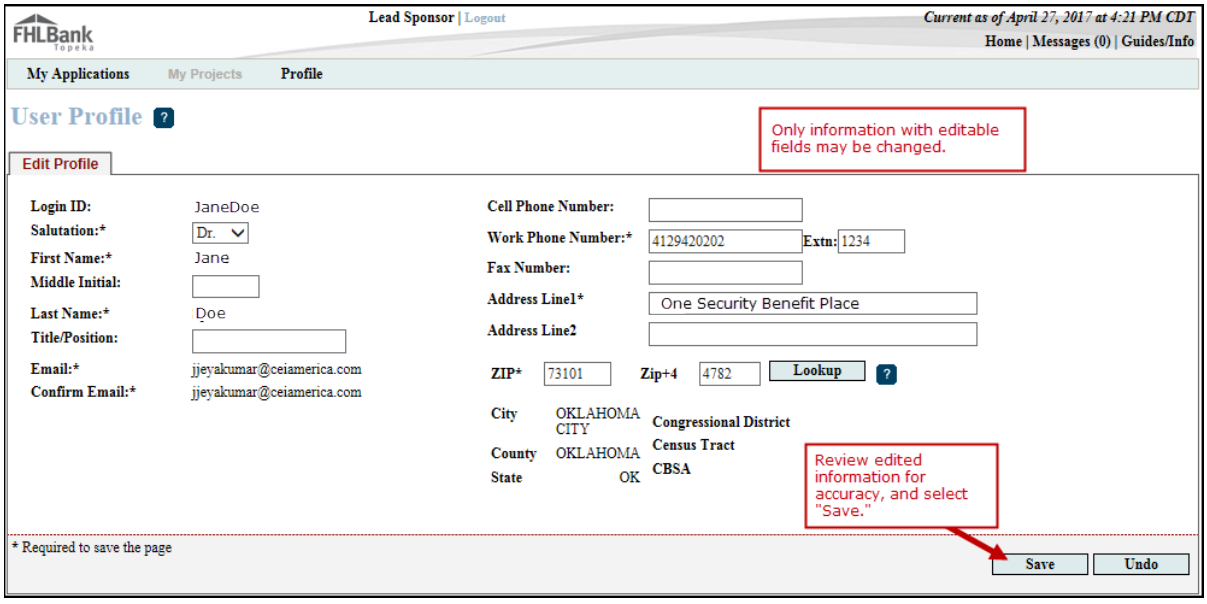
EDITING THE USER PROFILE

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.



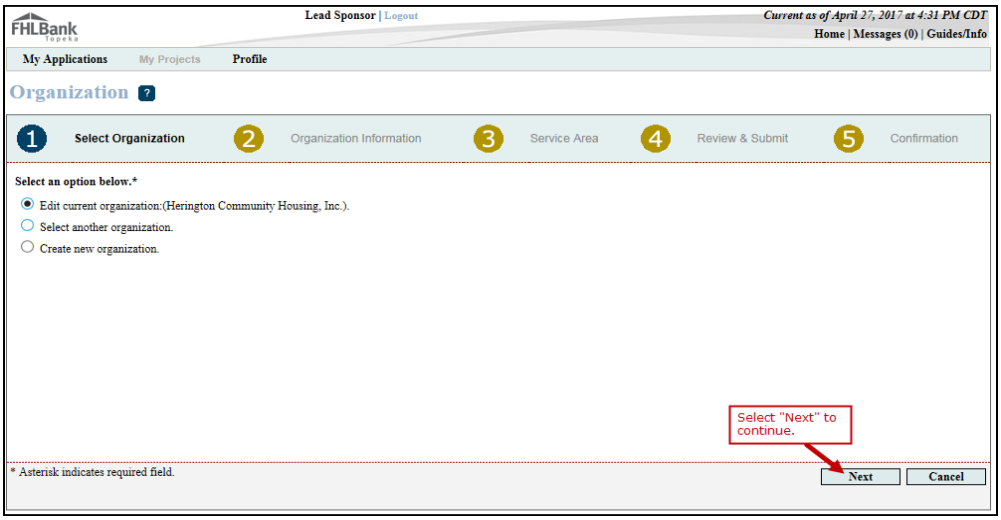
***The phone number displayed on this screen is not the phone number provided at registration to be used for the two-tier authentication process. If you need to change the phone number or email addressed used to register, contact HCD at 866.571.8155.



EDIT ORGANIZATION

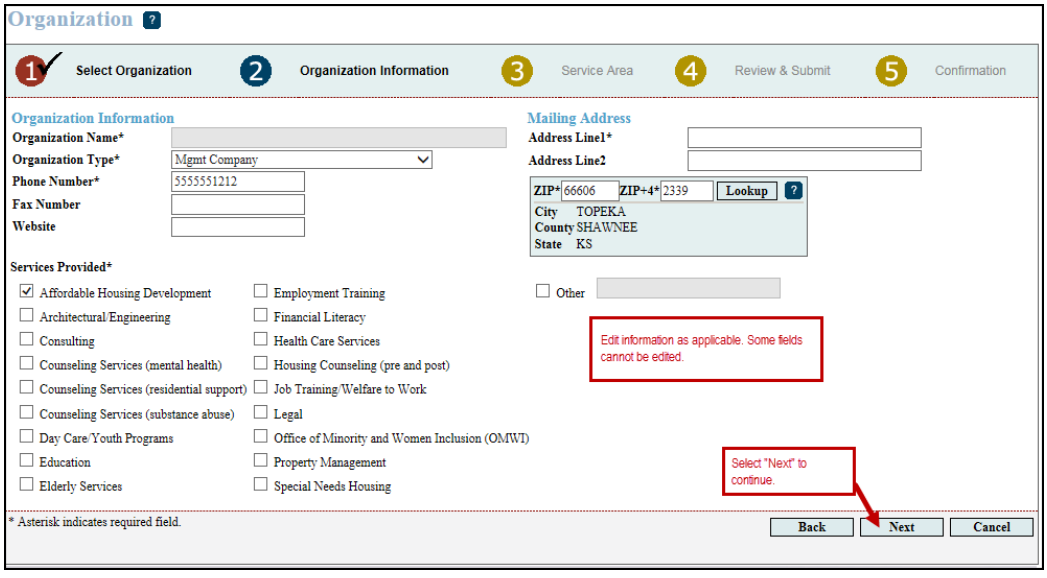
To make changes to the Organization:

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.”

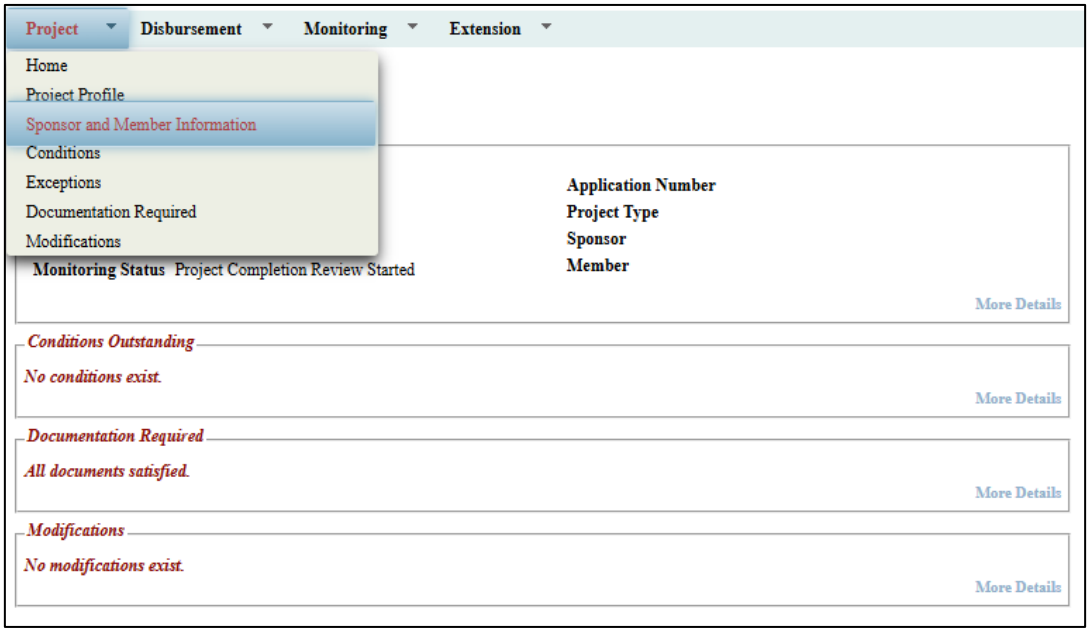


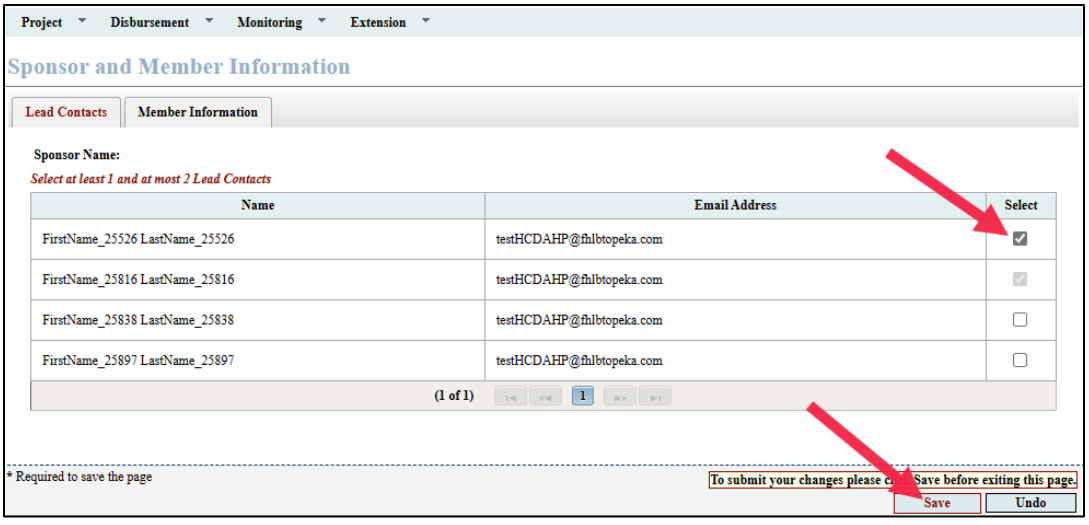
SELECTING ASSIGNED CONTACTS

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.





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

FYI

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