

MEMBERS ONLY USER MANUAL

May 2025

GETTING STARTED AS AN ADMINISTRATOR

Member Administrators have the ability and responsibility to create user accounts with specific roles for others (Member Users) in their organization. Member Administrators are also responsible for maintaining the Member User accounts, which includes deleting obsolete accounts and updating roles as necessary.

QUESTIONS?

Lending Department

Phone: 800.809.2733

Email: FHLB.Lending@fhlbtopeka.com

The actions a Member Administrator takes, require dual control, one Member Administrator to request, and then another to review and approve or reject. For this reason, a minimum of two Member Administrators must be maintained by each institution at all times. We highly recommend each institution maintain at least three Member Administrators.

After logging into Members Only, Member Administrators will manage Member User accounts on the User Administration page which can be accessed from the User Admin banner at the top of the Members Only screen.

The screenshot displays the FHLBank Topeka Members Only interface. At the top, the logo and 'Members Only' text are visible on the left, and a navigation bar on the right includes 'User Admin', 'Contact', 'FHLBank Public Site', 'AHP', 'HSP', 'Logout', and a search icon. Below the navigation bar is a horizontal menu with tabs for ADVANCES, LETTERS OF CREDIT, WIRES, COLLATERAL, SAFEKEEPING, CAPITAL STOCK, DEPOSITS, RATES, REPORTS, and RESOURCES. The main content area is divided into several panels: 'Cash Management Information' with a pink notification box stating 'Cash Management balances are available online between 9:00 AM and 5:00 PM CT.'; 'Overnight Deposit Transfers' with a description and an 'OND Transfer' button; 'Overnight Line of Credit' showing the 'Daily Overnight Line of Credit Rate' as of 01/28/2025 2:30:30 PM, with 'Draw' and 'Paydown' buttons; and 'Letters Of Credit' with a description and an 'Apply' button. At the bottom, there are 'Reports' and 'Recent Activity' sections, with a date indicator '01/15/2025'.

USER ADMIN

On the User Administration page, Member Administrators can:

- a. View current Member User accounts and roles,
- b. Add Member User accounts,
- c. Modify Member User accounts (**pencil/edit icon**),
- d. Delete Member User accounts (**trash can/delete icon**),
- e. Cancel previously submitted Member User account requests (**pencil in box/pending review icon**), and
- f. Approve or reject submitted Member User account requests (**pencil in box/pending review icon**).

User Administration

Return to Member Dashboard

[Add Member User](#)

Search:

[Print](#) [Excel](#)

Name (First Last)	Username	Email	Member Admin	Rates	Reports	Advances	OLOC Paydowns	Letters of Credit	OND Transactions	AHP/HSP	QCD Data Entry	QCD Approver	Collateral Pledge & Release	Jo Cus Pled
Joe Cool	joecool	testtesttest@testers.test		+	+									
Test Test	test123	test@yadayada.com	+											
Aaron Awesome	aaronstest	testman@yadayada.com			✓									

NAVIGATING THE USER ADMIN SCREEN

The following are some tips for navigating the User Administration Page:

1. Hovering over each role name on the User Administration page, shown above, (or on the Administration Form, shown below) will provide the role description.
2. Hovering over each action icon in the first column of the Member User grid will provide the applicable action description.
3. The Member User grid can be sorted by any column.
4. The Member User grid can be scrolled both vertically and horizontally.
5. The number of rows in the Member User grid can be updated.
6. If you have more Member Users than are displayed on the page, use the page numbers (bottom right) to move to other pages.
7. You can search for a Member User by username, first name or last name.
8. Action icon meanings (in first column of grid):
 - a. Pencil icon indicates the Member User account can be edited.
 - b. Pencil in box icon indicates the Member User account has a pending request.

- c. Up arrow icon indicates the Member User account has a pending FHLBank review (FHLBank must review all Member User account requests to add a Member Admin role).
 - d. Trash can icon indicates the Member User account can be deleted.
9. If the Name field is in **blue font**, a Member Administrator has requested changes to that Member User.
- a. If any role column has a plus sign (+), a request to add that role was submitted.
 - b. If any role column has a minus sign (-), a request to remove that role was submitted.
 - c. If any role column has a checkmark (✓), no change was requested for that role.
 - d. If a name change was submitted, the current name will be displayed on the User Administration page and the updated name will be displayed on the Member User’s Administration Form.
 - e. If an email address was updated, the current email address will be displayed on the User Administration page and the updated email will be displayed on the Member User’s Administration Form.
10. When the User Administration page is accessed, the default sort order of Member Users is: (1) Member Users in **blue font** at the top (alphabetical order by first name) and (2) all other Member Users in black font (alphabetical order by first name).

ADDING A NEW MEMBER USER

FHLBank Topeka Members Only

User Admin | Contact | FHLBank Public Site | AHP | HSP | Logout

Administration Form

[Return to User Administration](#)

Cust Id* Username* First Name* Last Name* Email Address*

Other

- Member Admin *required to have at least 2 member admins at all times*
- Rates
- Reports

Products

- Advances
- OLOC Paydowns
- Letters of Credit
- OND Transactions
- AHP/HSP

Collateral/Safekeeping

- QCD Data Entry
- QCD Approver
- Collateral Pledge & Release
- Joint Custody Pledge & Release
- Security Transactions
- Security Transfer Verification

Wires - Changes may take one business day to process. PINs are mailed via USPS.

- Outgoing Wires - Initiate
- Outgoing Wires - Verify

1. After clicking on the ‘Add Member User’ button near the top of the User Administration page, this will take you to the Member User’s Administration Form (shown above).
2. On the Administration Form, enter the following information:
 - a. Username – *If a username is already in use by any institution, an error message will appear requesting a new username be selected.*

- b. First Name (include middle name if part of or is the individual's preferred name)
 - c. Last Name (include suffix, such as Jr., Sr. or III, when applicable)
 - d. Email Address
3. Select the role(s)* to be assigned to this Member User (see further description of roles on next page).
 4. Click the 'Submit Request' button.

Submitting the request will return the Member Administrator to the User Administration page. At the same time, a notification will be sent to all Member Administrators requesting approval of the submitted request.

- If a Member Administrator approves the request, the changes will be implemented in Members Only and the Member User will be notified via email that their account has been changed.
- If a Member Administrator rejects the request, notification of the rejection will be sent to all Member Administrators.

**Note: The Member Admin role may be assigned to other Member Users by the Member Administrators. This role grants the authority to update the roles of all Member Users (via the dual approval process). Please assign this role judiciously.*

Roles and Descriptions

Member Admin – Provides authority to create, edit and delete users. *Each institution is required to have at least two Member Users with this role assigned at all times, three are highly recommended.*

Rates – Provides access to FHLBank Topeka rates.

Reports – Provides access to view and download reports.

Advances – Provides authority to request term advance and overnight line of credit (OLOC) transactions. This role also provides authority to request capital stock redemption, exchange and cash-in-lieu transactions as well as approve AHP/HSP projects.

OLOC Paydowns – Provides authority to request online paydowns on overnight line of credit (OLOC).

Letters of Credit – Provides authority to request letter of credit transactions.

OND Transactions – Provides authority to request online overnight deposit transfers.

AHP/HSP – Provides authority to access AHP/HSP Online and complete all activities required to participate in the Housing and Community Development programs.

QCD Data Entry – Provides authority to enter data on the Qualifying Collateral Determination (QCD) form.

QCD Approver – Provides authority to approve the QCD form after a user with QCD Data Entry role submits the form.

Collateral Pledge & Release – Provides authority to pledge and release securities, loans and cash.

Joint Custody Pledge & Release – Provides authority to pledge and release securities to third-party entities.

Security Transactions – Provides authority to provide instructions for the settlement of securities held in safekeeping.

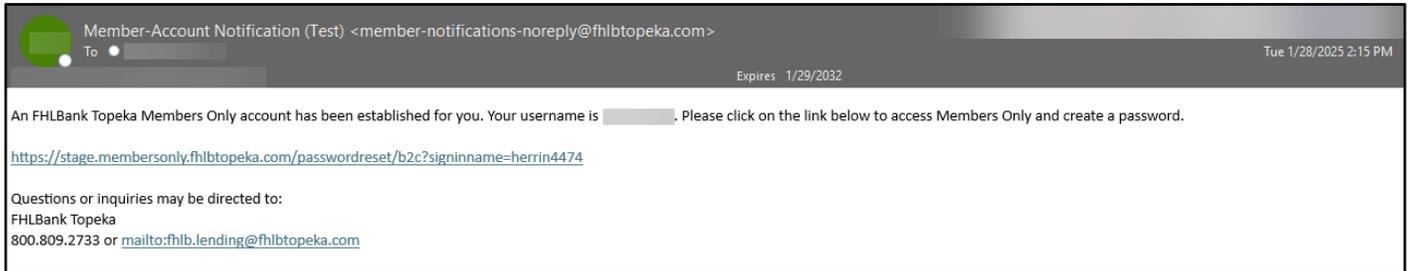
Security Transfer Verification – Provides authority to verify free-delivery instructions for held securities being delivered out.

Outgoing Wires – Initiate – Provides authority to initiate outgoing wires. *Please allow additional time for this role to be processed. After processing, PINS are sent via USPS.*

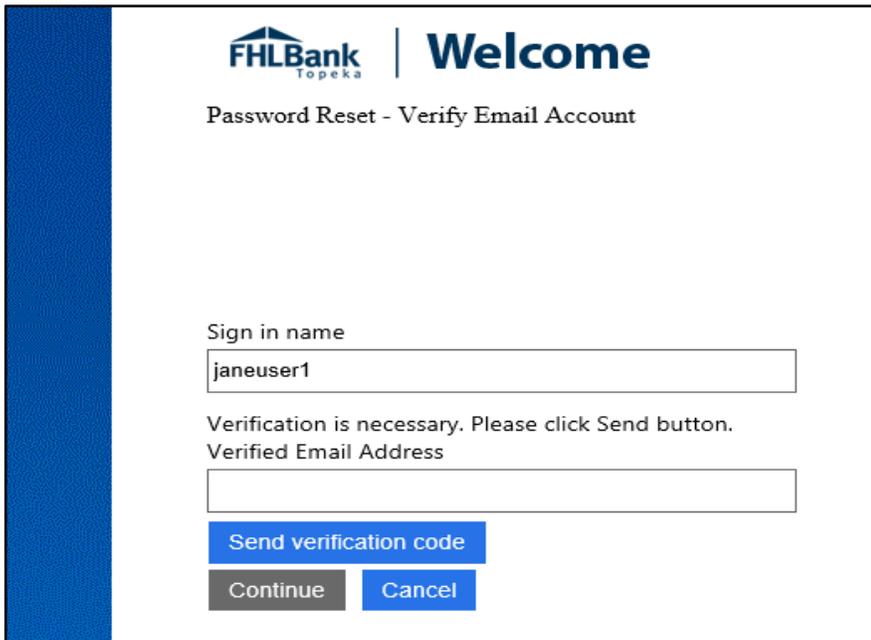
Outgoing Wires – Verify – Provides authority to verify outgoing wires. *Please allow additional time for this role to be processed. After processing, PINS are sent via USPS.*

CREATE PASSWORD – NEW MEMBER USER

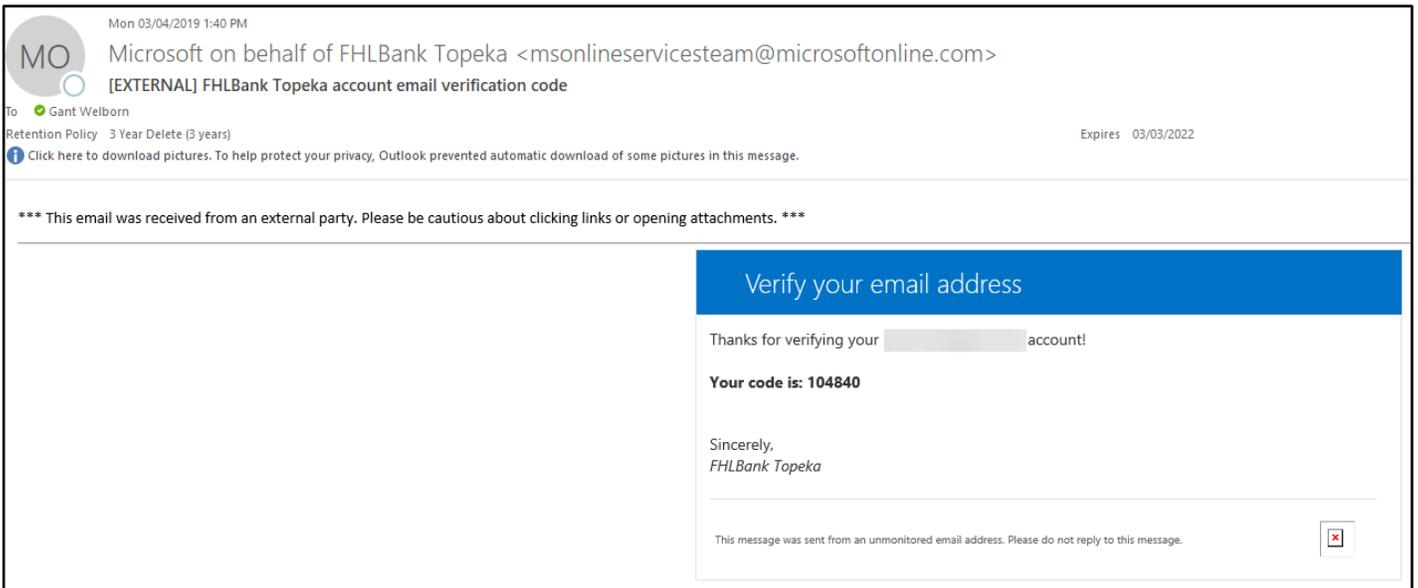
After a new member user has been added by one administrator and approved by a second administrator, the new member user will receive an email, like the one below, directing you to click the link to access Members Only and create a new password.



The link in the email will take you to the Welcome page, as shown below. Your new User ID/User Name will be automatically populated, and you will need to verify your email address in order to receive a verification code.



An email (shown below) will be sent that contains the code you will need to enter.



Enter the verification code from the email and click the Verify code button (shown below).

FHLBank Topeka | Welcome

Password Reset - Verify Email Account

Sign in name

Verification code has been sent to your inbox. Please copy it to the input box below.

Verified Email Address

Verification code

Once your email address has been verified, click the Continue button, as shown on the screen below.

 | **Welcome**

Password Reset - Verify Email Account

Sign in name

E-mail address verified. You can now continue.
Verified Email Address

Next, enter your direct phone number or your cell phone number for multi-factor authentication (shown below).

 | **Welcome**

Password Reset - Phone Factor Verification

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

Country Code

Phone Number

The option to remember your device is defaulted to Yes (shown below). Please update this option if you are using a public computer. Clicking yes will allow you to multi-factor authenticate every 90 days rather than every log-in.

FHLBank Topeka | **Welcome**

Sign In - Remember My Device

Would you like to remember this computer/device? Select 'No' when you are using a shared or public computer device such as at an airport, hotel or library.

Yes - personal or work.

No - shared or public.

Next, you will need to create your new password.

FHLBank Topeka | **Welcome**

Password Reset - New Password

New Password

Confirm New Password

PASSWORD RESETS

When the [Forgot your password?](#) link is clicked (as shown below), users will be taken through the steps shown on pages 2-5. Passwords expire after 90 days at which time users will be required to multi-factor authenticate to verify identity.

FHLBank Topeka | Welcome

Sign In - Password Verification

Username
janeuser1 X

Password
Forgot your password? 

Sign in

PLEASE NOTE: The email containing the verification code for your email address will be received from msonlineserviceteam@microsoftonline.com. It may be necessary to add this email address to your approved sender list if your institution's security protocols prohibit emails from third parties.

MEMBERS ONLY HOME PAGE

The Members Only home page (as shown below) contains a dashboard and is the starting point for all functions on the site. The dashboard contains multiple blocks with useful information and options to access additional information/functionality.

- The Reports block contains the five most commonly used daily and monthly reports.
- The Recent Activity block contains documents for the five most recent transactions.
- The Cash Management Information block displays current day balances and activity for your Demand Deposit Account and Overnight Deposit Account as well as current available credit.

A variety of menu options allow users the ability to view forms, documents and reports for specific products and services.

Cash Management Information

Cash Management balances are available online between 9:00 AM and 5:00 PM CT.

Overnight Deposit Transfers

An OND transfer allows you to transfer funds between your overnight deposit account and your demand deposit account. Transfers must be made in multiples of \$100,000.

OND Transfer

Overnight Line of Credit

Daily Overnight Line of Credit Rate

As of 01/28/2025 2:30:30 PM

The overnight line of credit rate reprices daily based on FHLBank's cost of funds.

Draw Paydown

Letters Of Credit

Letters of credit provide an attractive alternative to using traditional collateral for public unit deposits. FHLBank's high credit rating ensures wide acceptance of a letter of credit.

Apply

Reports

Daily Monthly

01/28/2025

Advance Payments Due	PDF
General Activity Report	PDF
Summary of Current Balances	PDF Excel
Wire Activity Report	PDF

More Reports

ON AIR ON AIR

District Data. Market Insight.

FINANCIAL INTELLIGENCE **LIVE**

2 PM, CT FEB. 20
Register at fhltopeta.com

REC REC

Recent Activity

- 01/15/2025 RepurchaseRetentionAmountNotificat ion- PDF
- 12/31/2024 CustomerStatements- PDF
- 12/31/2024 PreDividendNotification-4 PDF
- 12/16/2024 RepurchaseRetentionAmountNotificat ion- PDF
- 11/15/2024 RepurchaseRetentionAmountNotificat ion- PDF

More Documents