

# eAdvantage/DP Online Access Manual



# **STATEMENT OF PURPOSE:**

Member contacts may use this manual to help navigate eAdvantage to gain access to DP Online, the FHLB Des Moines automated system for administration of its Down payment Products programs.

Primary user of this manual will be the member's eAdvantage Administrator who will use this manual to set up access to DP Online for the member's desired DP Online User. Secondary user of this manual will be the members DP Online User, to access DP Online.

The manual will instruct the member's eAdvantage administrator on how to set up and limit a DP Online User's eAdvantage access solely to the DP Online System referred to in eAdvantage as "Down Payment/Set Aside Program Online".

The manual will instruct the assigned DP Online User in how to access DP Online from eAdvantage after being provided authorized access. For the DP Online User, instruction on how to use DP Online in order to reserve grant funds and obtain disbursements is contained in separate instructions found on the FHLB Des Moines public website, titled as Technical Assistance DP Online.

DP Online is accessible through eAdvantage 7:00 a.m. to 8:00 p.m. CST, including weekends and FHLB Des Moines holidays. Users of DP Online can only access the system when eAdvantage is available.

If you have any questions, please call the Bank's Community Investment Department at 800.544.3452, ext. 2400.

### Access to DP Online through eAdvantage should not be provided to persons who are not staff or authorized representatives of the FHLB Des Moines member.

# **SYSTEM REQUIREMENTS:**

- DP Online, which is accessed through eAdvantage, is officially supported by Internet Explorer 8-11. DP Online can be used via Firefox, Chrome, or any other browser. However, if you experience an issue with one of these browsers, first try using Internet Explorer 8-11. If an issue still persists after attempting to use IE 8-11, please contact our Service Desk at 800.544.3452, ext. 2555
- Please allow 20 minutes from time of eAdvantage credential authentication before you access DP Online. This delay in time is needed to integrate the user profile into the automated system.





# DOWN PAYMENT ONLINE USER SET-UP IN eADVANTAGE (for eAdvantage Administrators):

### STEP 1:

- Member staff must be provided User IDs, password, and authorization type in eAdvantage, the member's secure portal to the FHLB Des Moines, to have access to the DP Online system for administration of subsidy awards in the FHLB Des Moines Down Payment Programs.
- Only a member's authorized eAdvantage Administrator can set up User IDs, password and assign authorization types for the member staff. FHLB Des Moines cannot perform this function.
- To begin, the member's eAdvantage Administrator will log in to eAdvantage, select "Admin" and "Add User" to add a new member user.

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### **STEP 2: ADDING A NEW MEMBER USER**

 On the Add User screen the eAdvantage Administrator will need to identify the member user (DP Online User) and assign a User ID that the DP Online User will use to access eAdvantage and DP Online.

NOTE: Passwords will be automatically generated after the member user is added. After the user is added they will receive two separate secure emails. The first will provide their User ID and the second will provide a temporary password. When they log into eAdvantage to begin using the system, they will be prompted to change their password.

• Select a "User Type" from the 2 options:



- eAdvantage Option: Individuals needing access to eAdvantage for other administrative functions and to the Down Payment/Set Aside Programs.
- Affordable Housing Program (AHP) or Down Payment/ Set Aside Program: Individuals only needing access to the competitive Affordable Housing Program (AHP) or the Down Payment/Set Aside Program.

NOTE: The competitive Affordable Housing program is a separate grant program of the FHLB Des Moines. Set-Aside is the regulatory name for the Down Payment Program.

• Under **"Community Investment",** choose "Down Payment/Set Aside Program Access". This will give the individual access to the DP Online system. Any fields with an asterick is a required field.

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### **STEP 3: MODIFYING AN EXISTING MEMBER USER**

- If the user is already set up in eAdvantage, then the eAdvantage Administrator will only need to modify their user profile by assigning the Community Investment authorization status of "Down Payment/Set Aside Program".
- To modify a member contact, from the "**User Administration**" screen click on the **green** pencil icon beneath the user name.

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• This will route you to a "**Modify User**" screen. In the example below, Down Payment/Set Aside Program Access is being provided for an existing user.



### eAdvantage Manual

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# LOG INTO DOWN PAYMENT ONLINE THROUGH eADVANTAGE (for DP Online Users):

### STEP 1:

- DP Online is accessed through eAdvantage which is located on FHLB Des Moines homepage.
- Log into eAdvantage from the FHLB Des Moines public website: <u>https://www.fhlbdm.com/</u>.



### STEP 2:

 Enter User ID assigned by your institution's eAdvantage Administrator and password created by user at their first login to eAdvantage.

FHLB EAdvantage	
This is a	secured site for customers of the Federal Home Loan Bank of Des Moines.
	User ID
	Password
	Login
	Reset your password
	Signup for eAdvantage
	Frequently Asked Questions
	Remove or Add a User Administrator
For	optimum performance, the Bank recommends the use of Internet Explorer 8.0 or higher.
	Terms and Conditions of Use Privacy Policy Disclaimer fhlbdm.com





### Step 3:

- The DP User logs into DP Online through eAdvantage. The menu will display the "Down Payment/Set-Aside Program Online" option. There will be different menu displays based on different levels of user access (see below).
- Click on Down Payment/Set-Aside Program Online

# Menu Display for eAdvantage Administrators or individuals with User Type of "eAdvantage":

Home Account - Line of Business - Statem	ents Cust Select Settings Admin - Löge
Links	
Advance Rates	Affordable Housing Program (AHP) Online
Authorized Personnel Form	Balance Confirmations
Collateral Pledge	Center Ost
Cut-off Statements	C Down Payment / Set Aside Program Online
Educational Resources	Fée Schedole
Frequently Asked Questions (FAQ)	Guide to eAdvantage
Install Trusted Root CA	MPF Forms & Application
Safekeeping/Third Party Pledging Forms	Wire Transfer Forms
eMPF Website	
Terms and	Conditions of Use Privacy Policy Disclaimer fhillodm.com

# Menu display for access to Down Payment Online only (non-eAdvantage User):

eAdvantage	FEDERAL HOME LOAN BANK OF DES MOINES #1001
Affordable Housing Program (At Down Payment / Set Aside Prog	IP) Online ram Online
	Terms and Conditions of Use Privacy Policy Disclaimer fhibdm.com

### Step 4:

- Users with access to DP Online will be directed to the DP Online Dashboard once they click on Down Payment/Set-Aside Program Online.
- You will use the dashboard to initiate Reservations and manage Disbursements. For additional guidance on how to use the DP Online system, reference our manual, Technical Assistance DP Online.



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# **DP Online Dashboard**

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