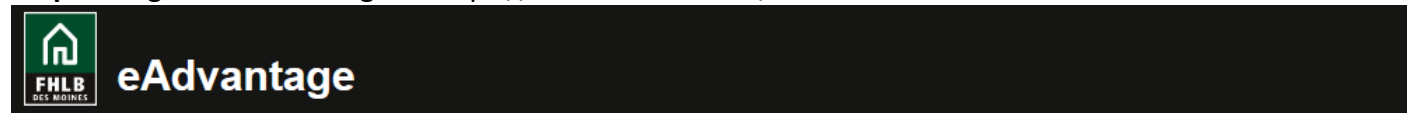




GETTING STARTED – Borrowing Base Certificates (BBCs)
Steps to Process Borrowing Base Certificate (BBC) Forms

IMPORTANT TO REMEMBER: The borrowing base forms are available online for 30 minutes at a time. While working in the form, remember to hit the SAVE button often to extend your online time with the forms. Each time you hit SAVE, the time is extended an additional 30 minutes.

Step 1. Log in to eAdvantage at <https://ebus.fhlbdm.com/>



This is a secured site for customers of the Federal Home Loan Bank of Des Moines.

User ID

Password

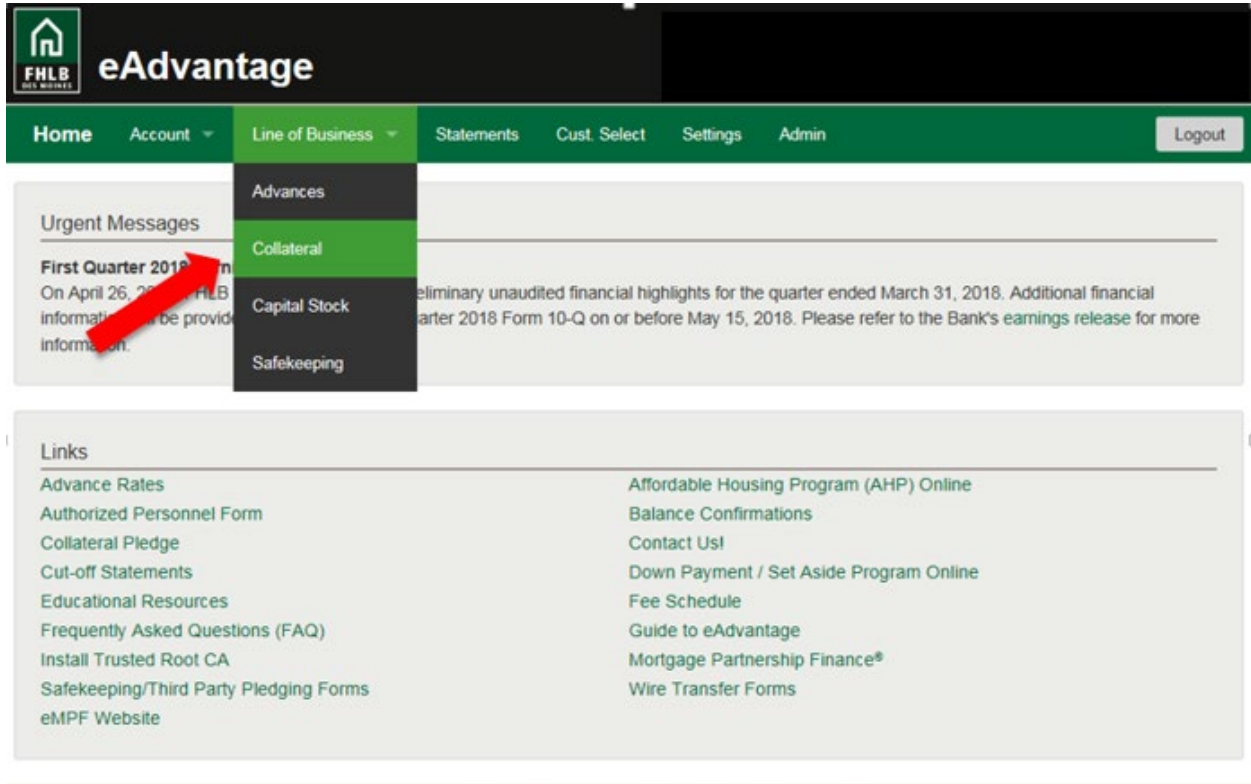
Login

- [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 9.0 or higher.

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Step 2. On the green menu ribbon across the top of the page, hover your mouse over “Line of Business,” then select “Collateral” from the dropdown menu that appears.



Step 3. Collateral Summary screen will show what is being pledged
 Click on either **“BBC”** or **“Enter BBC”** to get to the BBC forms.


eAdvantage
Collateral

[Home](#)
[Collateral](#)
[Logout](#)

Collateral Summary

Data Updated: 12-14-2018 12:41 PM
 APSA Date: 05-17-2006
 Collateral Status: Blanket APSA

Loans Pledged

Collateral Type	Unpaid Principal	Market Value / Adjusted Unpaid	Adv Equivalent	# of Items	LTV
1101 1-4 Fam 1st Mtg	\$3,000,000.00	\$2,700,000.00	\$2,214,000.00	1	82
1102 1-4 Fam 1st Mtg NT	\$100,000.00	\$90,000.00	\$63,900.00	1	71
1402 Coml RE 1st Mtg	\$47,993,000.00	\$37,434,540.00	\$25,829,832.60	1	69
1414 1-4 Family Home Equity Loan 2nd	\$3,917,000.00	\$3,525,300.00	\$2,220,939.00	1	63
1424 Home Equity Line of Credit 2nd Liens	\$11,054,211.50	\$9,948,790.62	\$5,969,274.38	380	60
1616 Secured Business Loans	\$12,973,000.00	\$10,118,940.00	\$7,184,447.40	1	71
2424 Ineligible Home Equity Lines 2nd Lns	\$201,594.82	\$191,515.07	\$0.00	3	0
Total Loans Pledged:	\$79,238,806.32	\$64,009,085.69	\$43,482,393.38	388	

[Export Loans Pledged](#)

Securities

Collateral Type	Unpaid Principal	Market Value	Adv Equivalent	# of Items	LTV
Total Securities/Term Time Pledged:	\$0.00	\$0.00	\$0.00	0	

Summary

Collateral Type	Unpaid Principal	Market Value	Adv Equivalent	# of Items	LTV
Total Pledged Collateral	\$79,238,806.32	\$64,009,085.69	\$43,482,393.38	388	

Current FHLB indebtedness *excluding* Forward Starting Advances: \$47,175,396
 Remaining collateral capacity (Advance Equivalent) *excluding* Forward Starting Advances: -\$3,693,003
 Total FHLB indebtedness *including* Forward Starting Advances: \$47,175,396
 Total remaining collateral capacity (Advance Equivalent) *including* Forward Starting Advances: \$0

Switch Member

Collateral Links

[Pledge Listed Loans](#)
[Release Loans](#)
[Pledge Securities](#)
[Release Securities](#)

Step 4. You will land on the Table of Contents page. Select the BBC you wish to complete by clicking on the appropriate collateral type. (Please note: the list of BBCs you view may differ based on a variety of factors.) For this example, we'll select Residential 1-4 Family 1st Mtgs.

eAdvantage
FHLB Des Moines
Borrowing Base Certificate

Home Collateral BBC Logout

Table Of Contents

Submitting For Quarter Ending: **September 30, 2018**

Residential

- Residential 1-4 Family 1st Mtgs** (Types 1101, 1102, and 1103)
- Multi-Family 1st Mtgs (Type 1109)
- FHA Guaranteed 1-4 Family 1st Mtgs (Type 1205)
- VA Guaranteed 1-4 Family 1st Mtgs (Type 1203)
- USDA Rural Housing Government Guaranteed 1-4 Family 1st Mtgs (Type 1208)
- HUD Section 184 Guaranteed 1-4 Family First Mortgages (Type 1209)
- FHA Guaranteed Home Equity Conversion Mtgs (Type 1211)

ORER - Other Real Estate Related Mortgages

- Home Equity Mortgages on Residential 1-4 Lns (Type 1414)
- Multi-Family Real Estate 2nd Mtgs (Type 1401)
- Commercial Real Estate 1st Mtgs (Type 1402)
- Commercial Real Estate 2nd Mtgs (Type 1404)
- FSA Guaranteed 1st Mtgs (Type 1206)
- Agriculture Real Estate 1st Mtgs (Type 1407)

Government Guaranteed Secured Business Loans

- USDA Guaranteed Secured Business Loans (Type 1207)
- BIA Guaranteed Secured Business Loans (Type 1210)

Switch Member

Go

+ Collateral Summary

+ Loan Listings

+ Securities or Cash

Important Notices

Dec 31, 2018 - Effective for Dec. 31, 2018, reporting, FHLB Des Moines will impl... [Read More](#)

[Edit Important Notice](#)

Collateral Assistance

- [Getting Started - BBCs](#)
- [BBC Submission Schedule](#)
- [Eligibility Guidelines and Checklist](#)
- [Collateral Loan to Value - LTV](#)
- [Collateral Procedures](#)
- [Member Products Policy](#)
- [Frequently Asked Questions](#)
- [Help / Contact](#)

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Step 5a – Internal List (note: if you do not use an Internal List, continue to Step 5b)

If an “Internal List” has been created with eligible loans only, you may fill in your totals based on the type code being pledged. Simply enter your totals in the boxes.

Residential 1-4 Family First Mortgages

Submitting For Quarter Ending: **September 30, 2018** [Download PDF](#)

Fully disbursed, construction complete, whole first mortgages on 1 - 4 family residential property with member retaining the original promissory note and mortgage/security instrument.

[Click here to expand subtractions for ineligible loans \(No Internal List\)](#)

Net Eligible Collateral

Net Total Eligible Residential 1-4 Family First Mortgages (TYPE 1101)	<input type="text" value="\$9,000,000"/>
Net Total Eligible Residential 1-4 Family First Mortgages - Nontraditional (TYPE 1102)	<input type="text" value="\$2,000,000"/>
Net Total Eligible Residential 1-4 Family First Mortgages - Subprime (TYPE 1103)	<input type="text" value="\$2,000,000"/>
Grand Total	\$13,000,000

You can “Save” your entries to return later.

When you are ready to submit your BBC for processing, click “Certify.”

After you click “Certify,” read the pop-up window. Then, mark the checkbox, and click “Confirm” to finalize the submission of the BBC.

Are you sure you want to submit this?

The Member having signed the Advances, Pledge and Security Agreement, and all subsequent amendments and modifications thereto with Federal Home Loan Bank of Des Moines (“Bank”), having by the terms of such Agreement, assigned to the Bank certain security for advances by the Bank, does now, in confirmation of such Assignment, and at the request of the Bank, specifically assign, set over and transfer unto the Bank, in accordance with such Agreement those items contained on this Borrowing Base Certificate. Further, the Member hereby certifies that there has been no event(s) that did or may significantly affect the value of its pledged collateral or the ability of the Member to repay advances that have not been reported to the Bank; and the loans pledged to Federal Home Loan Bank of Des Moines on this Borrowing Base Certificate comply with applicable laws and regulations and regulatory guidance, including, but not limited to the Interagency Guidance on Nontraditional Mortgage Product Risks and Statement on Subprime Mortgage Lending; as well as the Federal Home Loan Bank of Des Moines’ Anti-Predatory Lending Policy, Member Products Policy and related Collateral Procedures.

I agree with the above statements.

When **saved**, the BBC status indicator will change to this:

Residential 1-4 Family First Mortgages

BBC Form Saved Successfully



Submitting For Quarter Ending: **September 30, 2018**

When **certified**, BBC status indicator will change to this. The BBC is now processing:

Residential 1-4 Family First Mortgages

BBC Form Certified Successfully



Submitting For Quarter Ending: **September 30, 2018**

After processing (about two hours), the BBC status indicator will change to this, indicating the BBC has been **completed and processed**.

Residential 1-4 Family First Mortgages



Submitting For Quarter Ending: **September 30, 2018**

You may check your collateral balance within two hours of submitting your update. If no changes are indicated when your form has been submitted, please contact MFO Collateral Operations at 800-544-3452, ext. 2500 or via e-mail at AdvanceCollateral@fhlbdm.com

Step 5b – No Internal List (note: if you use an Internal List, go back to Step 5a and skip this step) If **no internal list exists** and you need to utilize subtractions, click the “+” link to expand the BBC and view the subtractions.

Residential 1-4 Family First Mortgages

Submitting For Quarter Ending: **September 30, 2018** [Download PDF](#)

Fully disbursed, construction complete, whole first mortgages on 1 - 4 family residential property with member retaining the original promissory note and mortgage/security instrument.

[+ Click here to expand subtractions for ineligible loans \(No Internal List\)](#)

You are now able to enter your beginning balance and your subtractions. Click the “-” link to minimize the subtractions if you’ve clicked in error.

Residential 1-4 Family First Mortgages

Submitting For Quarter Ending: **September 30, 2018** [Download PDF](#)

Fully disbursed, construction complete, whole first mortgages on 1 - 4 family residential property with member retaining the original promissory note and mortgage/security instrument.

[- Click here to minimize subtractions for ineligible loans \(Internal List\)](#)

Calculations

Beginning Balance

1-4 Family First Mortgage Loans

Subtractions

Loans not fully disbursed, nonamortizing or loans that allow for capitalization of interest	<input type="text" value="\$500,000"/>
Loans greater than 90 days past due, on nonaccrual or in foreclosure	<input type="text"/>
Loans classified as substandard, doubtful or loss	<input type="text" value="\$500,000"/>
Loans to directors, officers, employees, attorneys or agents of the member or FHLB Des Moines	<input type="text"/>
Participation loans	<input type="text"/>
Loans held for sale	<input type="text"/>
Greater than 100% current loan to value	<input type="text"/>
Greater than 40 years maximum original maturity or amortization schedule	<input type="text" value="\$2,000,000"/>
Loans lacking adequate lien verification	<input type="text"/>
Loans that do not comply with regulations and/or FHLB Des Moines procedures/policies	<input type="text"/>
Mobile or manufactured homes not classified as real property under the applicable state law where the residence is located	<input type="text" value="\$1,000,000"/>
Reverse Mortgages	<input type="text"/>
Loans pledged as collateral to another creditor (see instructions)	<input type="text"/>
Loans transferred to another BBC category (restricted, see instructions)	<input type="text"/>
Eligibility Guidelines and Checklist	<input type="text"/>

Total Subtractions

Net Eligible After Subtractions

After you have entered the beginning balance as well as all applicable subtractions, you will see the “Total Subtractions” and the “Net Eligible After Subtractions” near the bottom of the BBC form.

Total Subtractions	\$4,000,000
Net Eligible After Subtractions	\$13,000,000

Enter dollar amounts for each type code below to reach the sum Total Net Eligible Collateral

The Net Eligible After Subtractions should then be divided between the applicable type codes. Enter a zero value (typed as 0) for any type code you wish to exclude. **The Net Eligible After Subtractions** and the **Grand Total** should match. If your entries are not balanced, an error message will appear. Double-check your entries and correct as-needed. Still need assistance? Contact MFO Collateral Operations.

Total Subtractions	\$4,000,000
Net Eligible After Subtractions	\$13,000,000

Enter dollar amounts for each type code below to reach the sum Total Net Eligible Collateral

Net Eligible Collateral

Net Total Eligible Residential 1-4 Family First Mortgages (TYPE 1101)	\$9,000,000
Net Total Eligible Residential 1-4 Family First Mortgages - Nontraditional (TYPE 1102)	+ \$2,000,000
Net Total Eligible Residential 1-4 Family First Mortgages - Subprime (TYPE 1103)	+ \$2,000,000
Grand Total	= \$13,000,000

You can “Save” your entries to return later.



When you are ready to submit your BBC for processing, click “Certify.”



After you click “Certify,” read the pop-up window. Then, mark the checkbox, and click “Confirm” to finalize the submission of the BBC.

Are you sure you want to submit this?

The Member having signed the Advances, Pledge and Security Agreement, and all subsequent amendments and modifications thereto with Federal Home Loan Bank of Des Moines (“Bank”), having by the terms of such Agreement, assigned to the Bank certain security for advances by the Bank, does now, in confirmation of such Assignment, and at the request of the Bank, specifically assign, set over and transfer unto the Bank, in accordance with such Agreement those items contained on this Borrowing Base Certificate. Further, the Member hereby certifies that there has been no event(s) that did or may significantly affect the value of its pledged collateral or the ability of the Member to repay advances that have not been reported to the Bank; and the loans pledged to Federal Home Loan Bank of Des Moines on this Borrowing Base Certificate comply with applicable laws and regulations and regulatory guidance, including, but not limited to the Interagency Guidance on Nontraditional Mortgage Product Risks and Statement on Subprime Mortgage Lending; as well as the Federal Home Loan Bank of Des Moines’ Anti-Predatory Lending Policy, Member Products Policy and related Collateral Procedures.


I agree with the above statements.

Cancel **Confirm**

When **saved**, the BBC status indicator will change to this:

Residential 1-4 Family First Mortgages


BBC Form Saved Successfully

 Submitting For Quarter Ending: **September 30, 2018**

When **certified**, BBC status indicator will change to this. The BBC is now processing:


Residential 1-4 Family First Mortgages

BBC Form Certified Successfully

 Submitting For Quarter Ending: **September 30, 2018**

After processing (about two hours), the BBC status indicator will change to this, indicating the BBC has been **completed and processed**.

Residential 1-4 Family First Mortgages

 Submitting For Quarter Ending: **September 30, 2018**

You may check your collateral balance within two hours of submitting your update.

Need help? Contact MFO Collateral Operations at 800-544-3452 x2500 or at AdvanceCollateral@fhlbdm.com.