



## Instructions for Creating a Borrowing Base Certificate (BBC) eAdvantage User

The following document details steps to set up a new or to modify a current eAdvantage User, giving them authority to pledge collateral to Federal Home Loan Bank of Des Moines.

1. The eAdvantage Administrator is the person who can add or modify a user's eAdvantage log on. The eAdvantage Administrator will log onto eAdvantage.



**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](#)

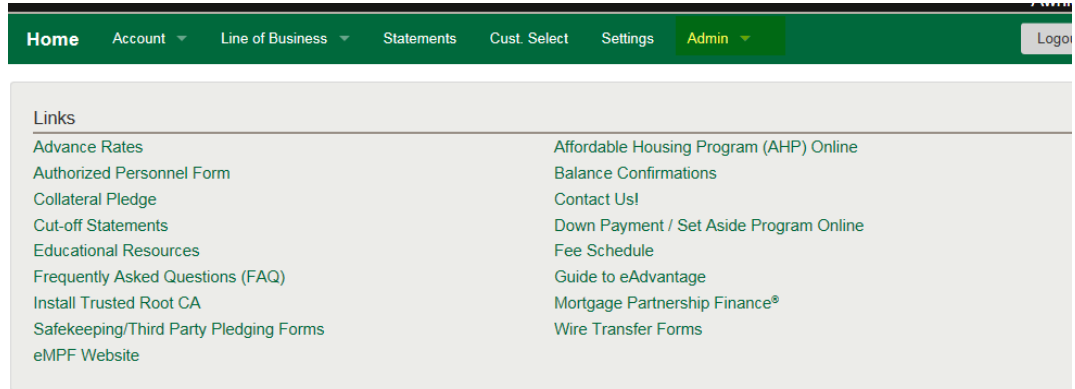
[Frequently Asked Questions](#)

[Remove or Add a User Administrator](#)

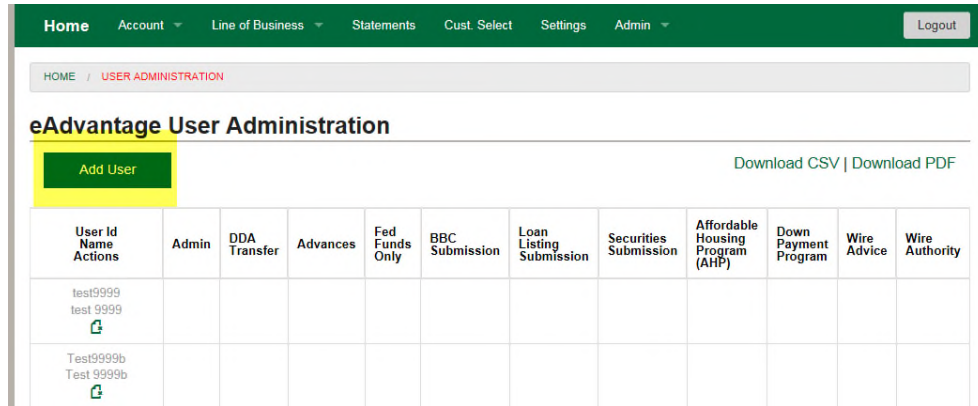
For optimum performance, the Bank recommends the use of Internet Explorer 9.0 or higher.

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2. Click the "Admin" link on the top right hand side of the eAdvantage portal.



3. Use the "Add User" or "Modify User" (**pencil icon**) button to setup the appropriate individuals to submit a Loan Listing file. To add a new user for eAdvantage the Administrator will select Add User button .



4. Complete the "Add User" form and click Submit. All fields with an Asterisk need to be filled out. Then check the Authorization Levels to pledge Collateral.

HOME / USER ADMINISTRATION / ADD USER

### Add User

Requested User ID*	Password*	Confirm Password*
test7770	••••	••••
First Name*	Last Name*	Email Address*
Jane	Doe	test@fhbmd.com
Phone Number*	Mother's Maiden Name*	
515-281-1000	test	

**User Status**

Enabled  
 Disabled

**User Type**

eAdvantage  
 Affordable Housing Program (AHP) or Down Payment / Set Aside Program

**Authorizations**

<input checked="" type="checkbox"/> Organization Administrator	<input checked="" type="checkbox"/> View Real-Time Reporting and Statements
<input checked="" type="checkbox"/> Deposit Account Funds transfer	<input type="checkbox"/> All Advances
<input type="checkbox"/> Fed Funds Only	<input checked="" type="checkbox"/> BBC Submission
<input checked="" type="checkbox"/> Loan Listing Submission	<input checked="" type="checkbox"/> Securities Submission
<input type="checkbox"/> Affordable Housing Program (AHP) Access	<input type="checkbox"/> Down Payment / Set Aside Program Access

**Wire Authorizations**

Wire Authority  
 Wire Advice Only

- If a member has an employee that is already an eAdvantage User and needs to be added as a person to report collateral then the eAdvantage Administrator will modify the user's authorization level. Click the **pencil icon** to modify a use

User Id Name Actions	Admin	DDA Transfer	Advances	Fed Funds Only	BBC Submission	Loan Listing Submission	Securities Submission	Housing Program (AHP)	Down Payment Program	Wire Advice	Wire Authority
test9999 test 9999 											
Test9999b Test 9999b 											
captainL Steve Williams											
alina9999 Alina Gubina											
bbUser1007 BBC User											
testcert test cert											
sdn9999 Sharman Niss											
rsk9999 Rob Kirk 											
smp9999 s p											
jane9999 Jane Janssen 											
madge9999 Madge Cremer											
9999testdan Dan Test											
9999andy Andy Thierman											
admin9999 Admin Admin											
testAhpQa Ahp Validation											
test7770 Jane Doe 	✓	✓			✓	✓	✓				

6. After submitting the Modify User or Add New User form, log off. The new user can log in and see where to pledge collateral.

Home Account Line of Business Statements Cust. Select Settings Admin Logout

HOME / USER ADMINISTRATION / MODIFY USER

### Modify User - test7770

First Name\* Jane Last Name\* Doe Email Address\* test@fhlbdm.com

Phone Number\* 515-281-1000 Mother's Maiden Name\* test

**User Status**  
 Enabled  
 Disabled

**User Type**  
 eAdvantage  
 Affordable Housing Program (AHP) or Down Payment / Set Aside Program

**Authorizations**

<input checked="" type="checkbox"/> Organization Administrator	<input checked="" type="checkbox"/> View Real-Time Reporting and Statements
<input checked="" type="checkbox"/> Deposit Account Funds transfer	<input type="checkbox"/> All Advances
<input type="checkbox"/> Fed Funds Only	<input checked="" type="checkbox"/> BBC Submission
<input checked="" type="checkbox"/> Loan Listing Submission	<input checked="" type="checkbox"/> Securities Submission
<input type="checkbox"/> Affordable Housing Program (AHP) Access	<input type="checkbox"/> Down Payment / Set Aside Program Access

**Wire Authorizations**

<input type="checkbox"/> Wire Authority	<input type="checkbox"/> Wire Advice Only
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By granting the BBC Submission Authorization level, the user will have the ability to pledge Borrowing Base Certificates ( BBC's.)

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**Questions?** Please contact MFO Collateral Operations at 800-544-3452 x2500 or via e-mail at [AdvanceCollateral@fhlbdm.com](mailto:AdvanceCollateral@fhlbdm.com).