

## Instructions for Creating a Loan Listing 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.

| FHLB<br>DES MOINES | Advantage  |
|--------------------|--|
|                    | This is a <u>secured</u> 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.

| Home Account - Line of Business - Statem | nents Cust. Select Settings Admin 💌     |
|--|---|
| Links                                    |   |
| Advance Rates                            | Affordable Housing Program (AHP) Online |
| Authorized Personnel Form                | Balance Confirmations                   |
| Collateral Pledge                        | Contact Us!                             |
| Cut-off Statements                       | Down Payment / Set Aside Program Online |
| Educational Resources                    | Fee Schedule                            |
| Frequently Asked Questions (FAQ)         | Guide to eAdvantage                     |
| Install Trusted Root CA                  | Mortgage Partnership Finance®           |
| Safekeeping/Third Party Pledging Forms   | Wire Transfer Forms                     |
| eMPF Website                             |   |

**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

|                            | MINISTRATIO |                 |          |                      |                   |                               |                          |   |                            |                |                   |
|----------------------------|-------------|-----------------|----------|----------------------|-------------------|-------------------------------|--------------------------|---|----------------------------|----------------|-------------------|
| Advantag                   | e User      | Admi            | nistrati | on                   |                   |                               |                          |   |                            |                |                   |
| Add User                   |             |                 |          |                      |                   |                               |                          | Dow                                       | nload CSV                  | /   Downl      | oad PDF           |
| 7100 0001                  |             |                 |          |                      |                   |                               |                          |   |                            |                |                   |
| User Id<br>Name<br>Actions | Admin       | DDA<br>Transfer | Advances | Fed<br>Funds<br>Only | BBC<br>Submission | Loan<br>Listing<br>Submission | Securities<br>Submission | Affordable<br>Housing<br>Program<br>(AHP) | Down<br>Payment<br>Program | Wire<br>Advice | Wire<br>Authority |
| test9999<br>test 9999      |             |                 |          |                      |                   |                               |                          |   |                            |                |                   |
| Test9999b<br>Test 9999b    |             |                 |          |                      |                   |                               |                          |   |                            |                |                   |

**4.** Complete the "Add User" form and click Submit. All fields with an astros need to be completed. Check the appropriate boxes under Authorization Levels to pledge collateral

| Wire Authority            |                       | Wire Advice Only  |
|---------------------------|-----------------------|---|
| Wire Authorizations       |                       |   |
| Affordable Housing Progr  | ram (AHP) Access      | Down Payment / Set Aside Program Access                       |
| Loan Listing Submission   |                       | Securities Submission   |
| Fed Funds Only            |                       | BBC Submission  |
| Deposit Account Funds tr  | ransfer               | All Advances  |
| Organization Administrate | or                    | View Real-Time Reporting and Statements                       |
| Authorizations            |                       |   |
| O Disabled                | O Afforda             | ole Housing Program (AHP) or Down Payment / Set Aside Program |
| Enabled                   | eAdvan                |   |
| User Status               | User Type             |   |
| 515-281-1000              | test                  |   |
| Phone Number*             | Mother's Maiden Name* |   |
| Jane                      | Doe                   | test@fhlbdm.com   |
| First Name*               | Last Name*            | Email Address*  |
| test7770                  | ••••                  | ••••  |
| Requested User ID*        | Password*             | Confirm Password*   |

**5.** 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 user.

| Voting_Member_Expor         | t-S 🤁 E | builetins Missou | uri Division of | - Dubiness           | arreingenee bervier |                               | for Securities (2)       | 🧧 cuna State Credit Un      |                            |                | eCFR — Code of Fee |  |
|-----------------------------|---------|------------------|-----------------|----------------------|---------------------|-------------------------------|--------------------------|-----------------------------|----------------------------|----------------|--------------------|--|
| User Id<br>Name<br>Actions  | Admin   | DDA<br>Transfer  | Advances        | Fed<br>Funds<br>Only | BBC<br>Submission   | Loan<br>Listing<br>Submission | Securities<br>Submission | Housing<br>Program<br>(AHP) | Down<br>Payment<br>Program | Wire<br>Advice | Wire<br>Authori    |  |
| test9999<br>test 9999       |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| Test9999b<br>Test 9999b     |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| captainL<br>Steve Williams  |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| alina9999<br>Alina Gubina   |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| bbUser1007<br>BBC User      |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| testcert<br>test cert       |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| sdn9999<br>Sharman Niss     |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| rsk9999<br>Rob Kirk         |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| smp9999<br>s p              |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| jane9999<br>Jane Janssen    |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| madge9999<br>Madge Cremer   |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| 9999testdan<br>Dan Test     |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| 9999andy<br>Andy Thierman   |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| admin9999<br>Admin Admin    |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| testAhpQa<br>Ahp Validation |         |                  |                 |                      |                     |                               |                          |                             |                            |                |                    |  |
| test7770<br>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.

| Iodify User - test77  | Last Name*                 | Email Address*   |
|---|----------------------------|--|
| Jane  | Doe                        | test@fhlbdm.com  |
| Phone Number*   | Mother's Maiden Name       | *  |
| 515-281-1000  | test                       |  |
| User Status   | User Type                  | 2  |
| Enabled   | eAdva                      | intage   |
| O Disabled  | O Afford                   | able Housing Program (AHP) or Down Payment / Set Aside Program   |
| Authorizations  |                            |  |
| Organization Administrator  |                            | View Real-Time Reporting and Statements  |
| Deposit Account Funds transfer  | r                          | All Advances   |
| Fed Funds Only  |                            | BBC Submission   |
| Loan Listing Submission   |                            | Securities Submission  |
| Affordable Housing Program (A Wire Authorizations Wire Authority Submit | By g<br>Submiss<br>user wi | Down Payment / Set Aside Program Access ranting the Loan Listing sion Authorization level, the II have the ability to submit stings for their institution.      Wire Advice Only |

**Questions?** Please contact MFO Collateral Operations at 800-544-3452 x2500 or via e-mail at AdvanceCollateral@fhlbdm.com.