

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 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 Name Actions	Admin	DDA Transfer	Advances	Fed Funds Only	BBC Submission	Loan Listing Submission	Securities Submission	Affordable Housing Program (AHP)	Down Payment Program	Wire Advice	Wire Authority
test9999 test 9999											
Test9999b 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 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 Authori	
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.

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 Submiss 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.