## Releasing Individual Listed or Delivered Loans

This document details steps to release pledged loans individually using eAdvantage. This process is to be used by all members/housing associates pledging loans via a monthly listing file, with the loan documentation retained by the member or by FHLB Des Moines' approved custodian.

1. Log on to eAdvantage at https://ebus.fhlbdm.com/.
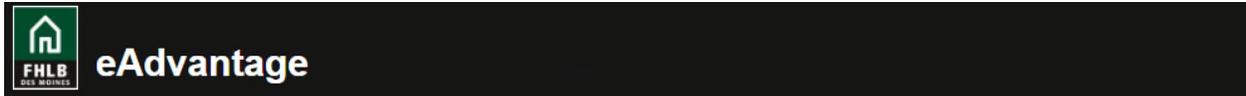
*Don't have eAdvantage credentials, or unsure of your login information? Your institution's **eAdvantage Administrators** can assist. The FHLB Des Moines Membership team can assist your institution's **Administrators** and can be reached at 515-412-2222 or MFS-Membership@fhlbdm.com.*

2. From the green ribbon at the top of the page, hover your cursor over **Line of Business.**
    When the dropdown menu appears, click **Collateral**.
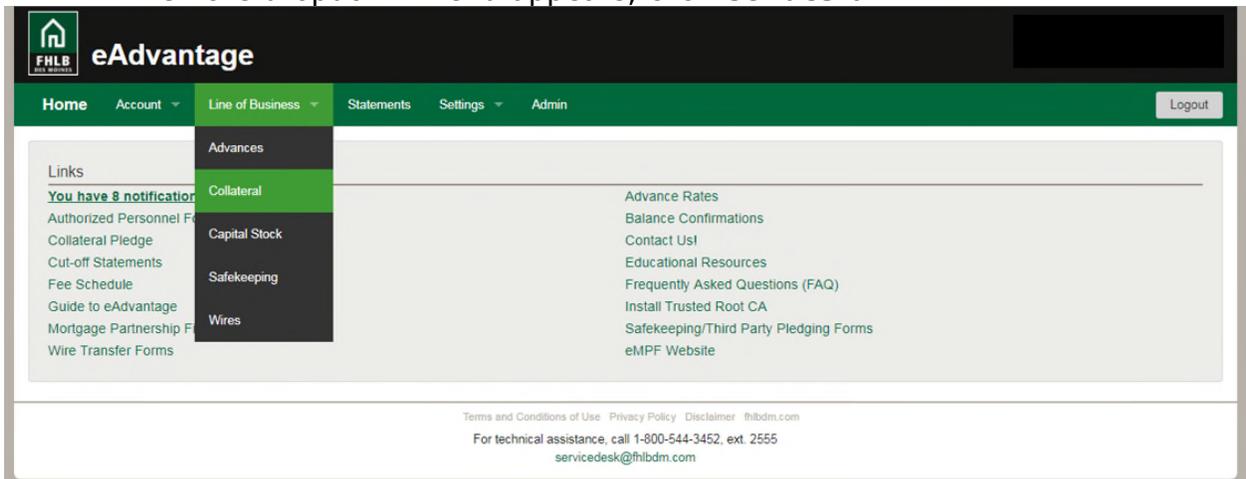
3. From the Collateral Summary screen, click the **Release Loans** link in the "Collateral Links" box, located on the right side of the page.

4. Select **Release Individual Loans** by clicking the button.

5. Complete the details for the loan to be released. When complete, select **Add** by clicking the button. You can continue to add additional line items, if needed.

6. Once the details of each loan to be released have been added, verify the data for accuracy. You may also add comments on this screen for special instructions (i.e. return shipping instructions, rush request, etc). When you are ready to submit the release request for processing, select **Submit Loan Release** by clicking the button.

7. Confirm the details of the release request one final time. To make corrections, select **Cancel Loan Release**, or to submit for processing by FHLB Des Moines staff, select **Submit Loan Release** by clicking the button.

8. A confirmatory pop-up will appear. Check the box indicating your acceptance of the release request, and then select **Confirm** by clicking the button.

9. Once the screen below appears, the release request is completed and has been submitted for processing by FHLB Des Moines.

From this screen, you can print a confirmation of the release request by clicking the printer icon near the upper right corner of the page. You can also select **View History** by clicking the button to view a list past loan release requests.

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Once your release request is submitted, you can generally expect the loan to be released within one business day. For members/housing associates who are required to deliver loan collateral to FHLB Des Moines' approved custodian, loan files are generally returned within 3-5 business days via FedEx.

If you have questions regarding the release process, contact the Collateral Department.

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