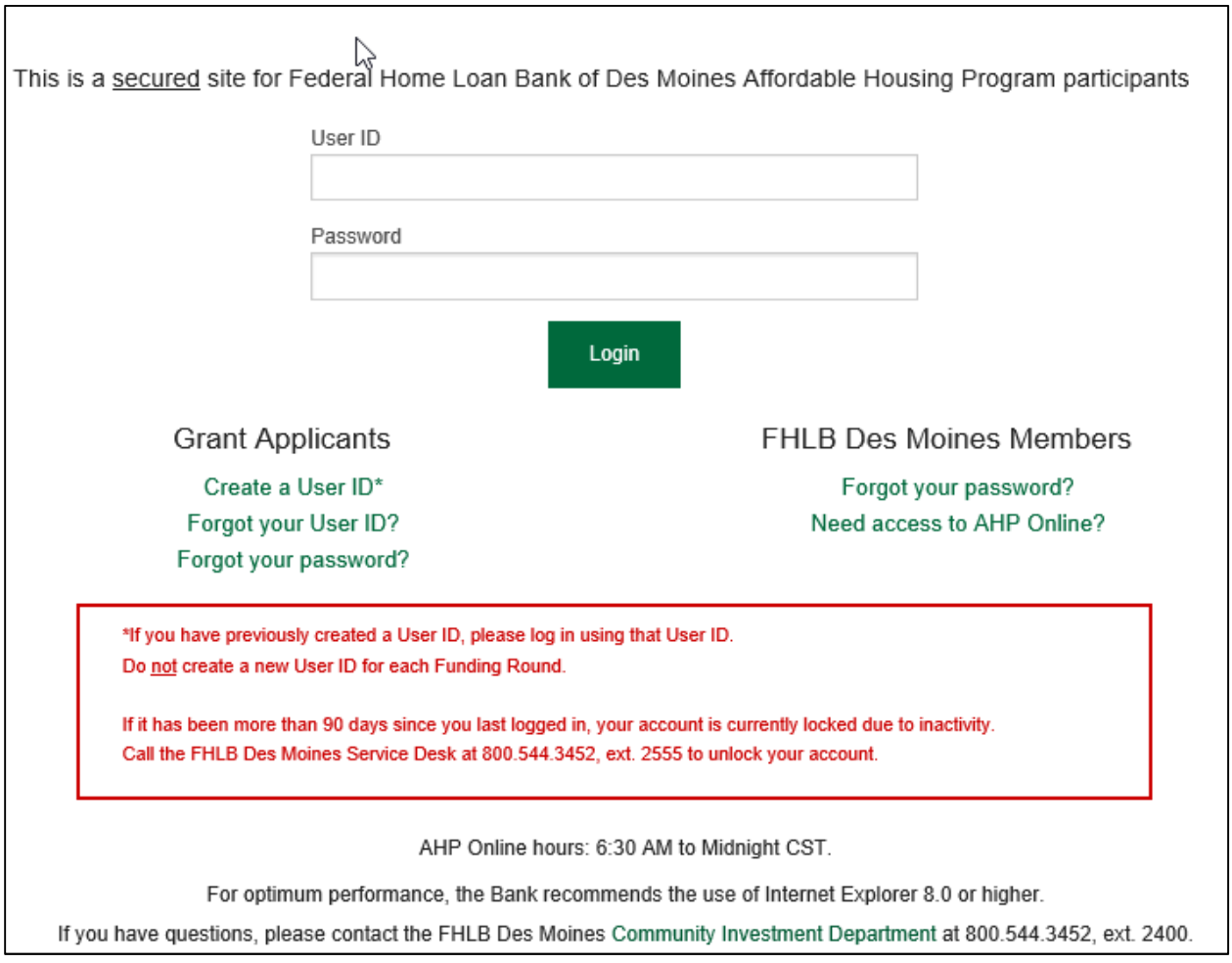
AHP Online Disbursement Guide
Member Instructions

Sponsor applicants will complete disbursement requests for AHP grant funds in **AHP Online**. When they have completed a disbursement request it must be member approved before it can be processed by the FHLB Des Moines. The member's AHP Participant identified in the AHP application will receive an email when a sponsor has completed a disbursement request. The member must approve the request in **AHP Online**.

Member's may access **AHP Online** https://ahp.fhlbdm.com/or via a link on the Bank's public website at www.fhlbdm.com, look for Products & Services – Affordable Housing- AHP Member Institutions – Disbursement Process.



Enter your User ID and Password to enter AHP Online. You will find instruction to re-establish your User ID and password or system access if needed.

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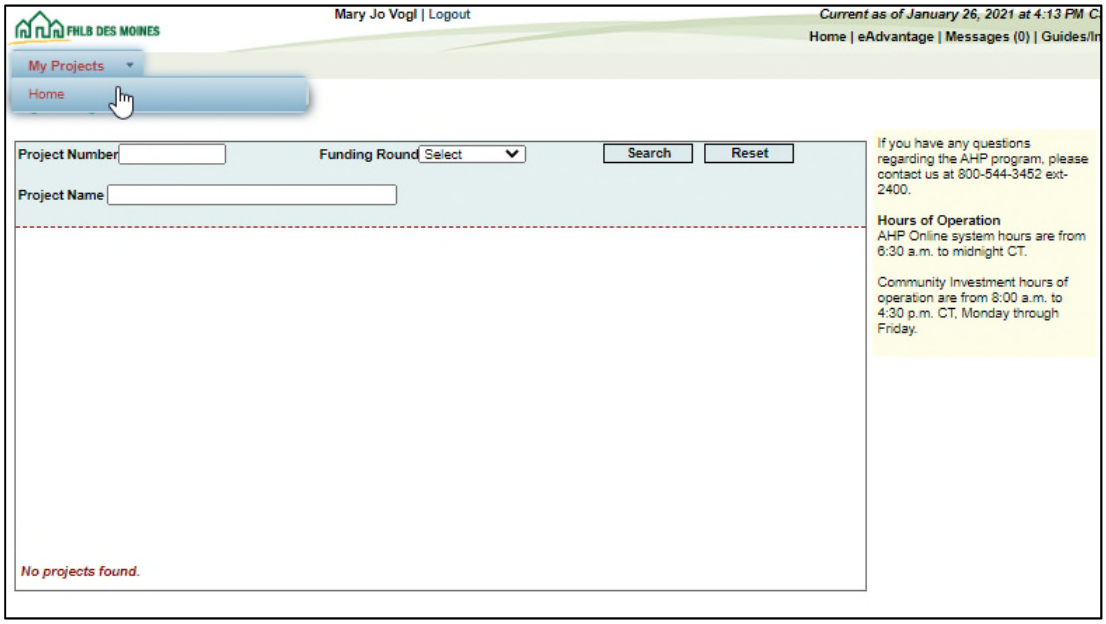
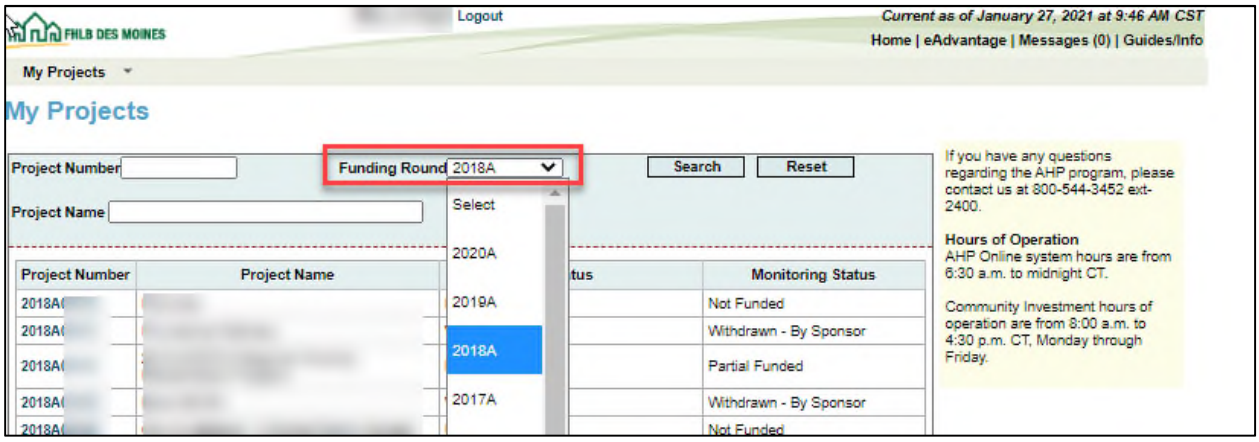
Member Instructions

Finding the Disbursement Request

The ***My Projects*** page should be displayed in the toolbar. Click on the ***My Projects*** link in the toolbar and choose ***Home***.



The ***My Projects*** page will be displayed. If the relevant project is not displayed you will need to search for it. Select the project year in the ***Funding Round*** drop-down menu and click on ***Search***. All projects supported by the member in the given year will be displayed. Click on the appropriate project number.



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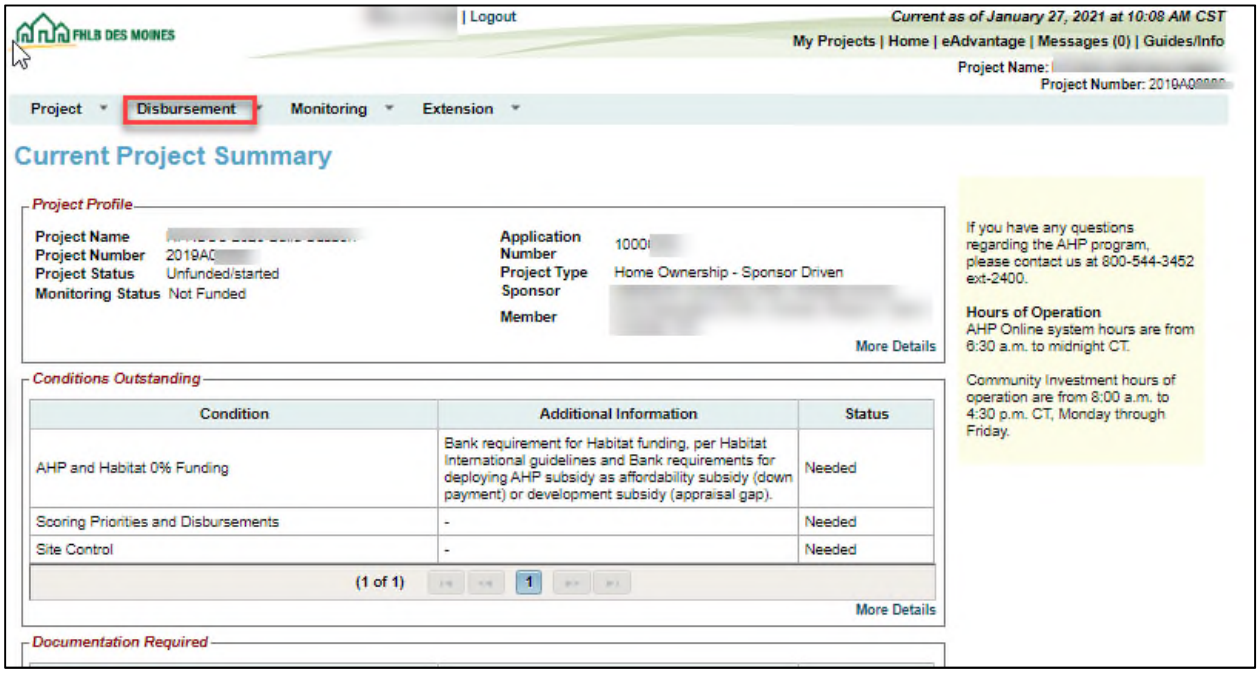
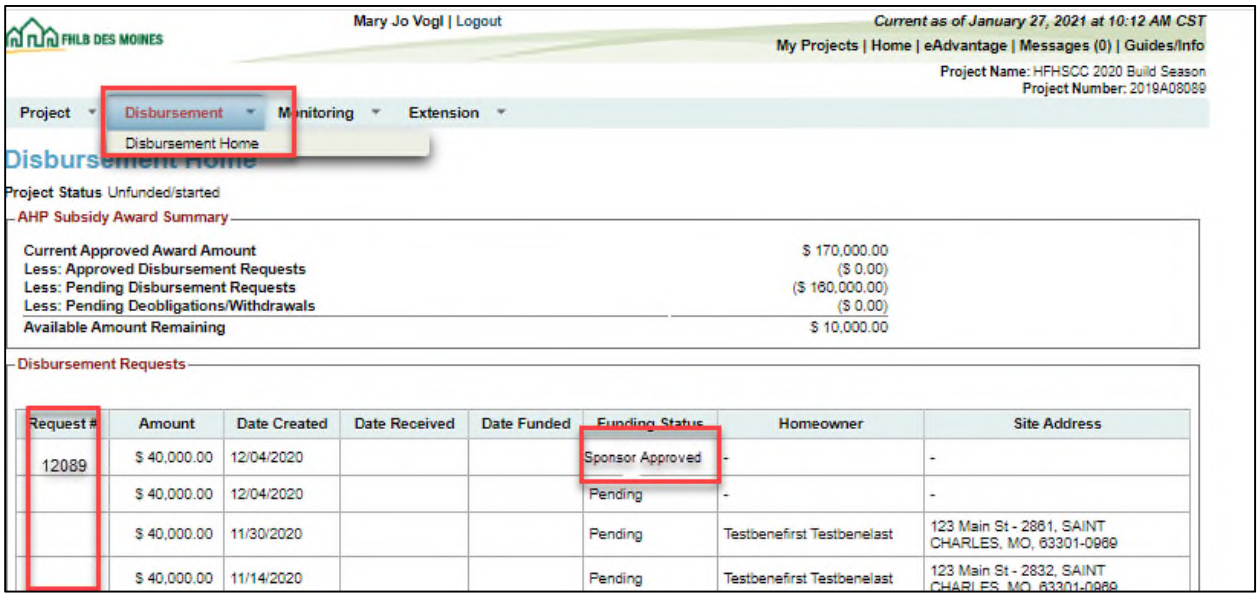
The Current Project Summary page will display. Click on **Disbursement** in the toolbar and choose **Home**. The Disbursement Home page will now appear. Choose the disbursement request to be reviewed, identified as Sponsor Approved, by Clicking on the Request #.





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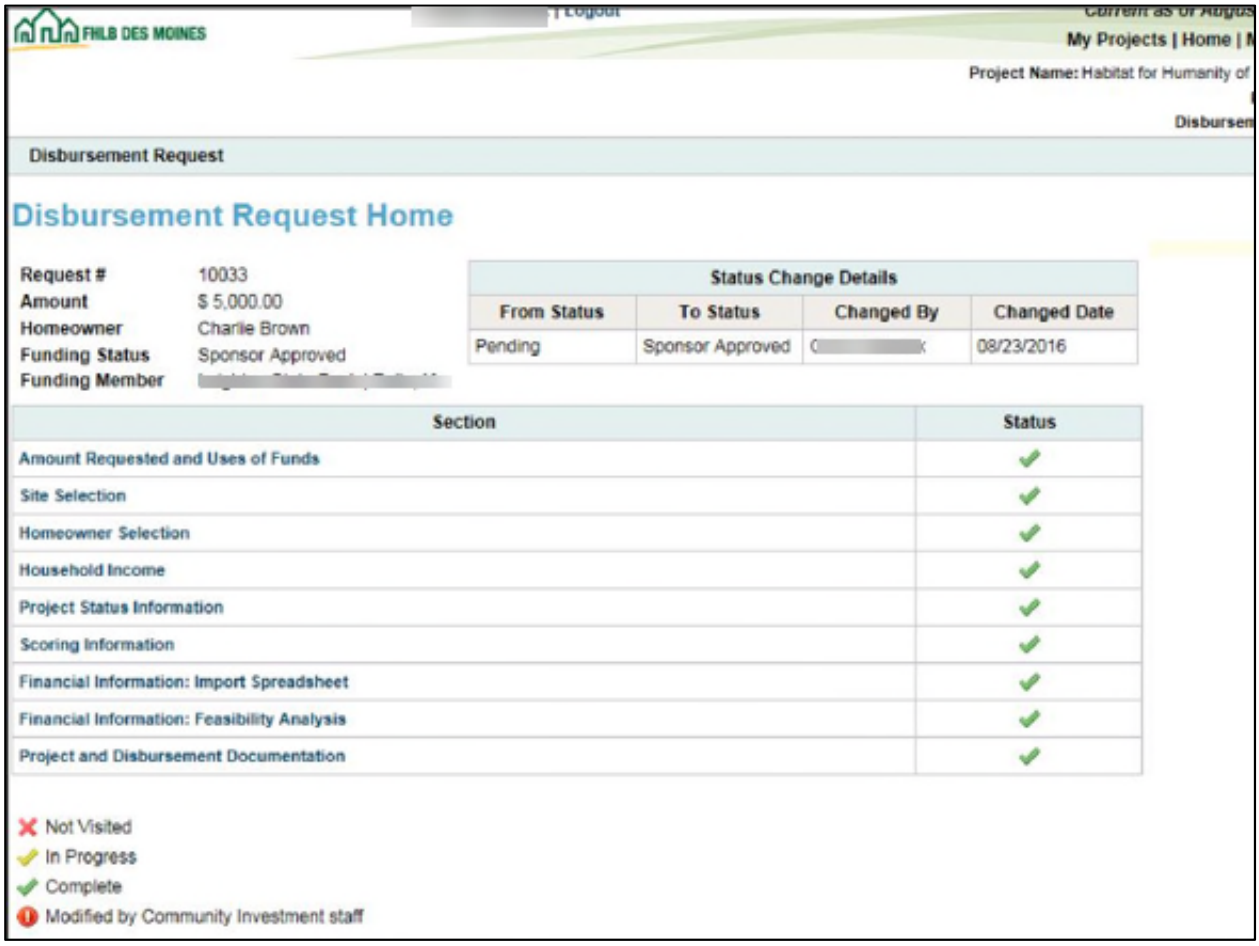
The ***Disbursement Request*** Home page for the pending request will display **Section** pages completed by the sponsor.. The member may review each of the ***Sections*** and attached Exhibits by clicking on them. Members may not edit information in the Section pages.

After all sections have been reviewed, click on the ***Approve*** or ***Reject*** button below the Section table (not shown). If the ***Reject*** button is chosen, a pop-up box will appear with a space to enter comments as to why the request is being rejected. These comments will be included in an email sent to notify the Sponsor that the disbursement request has been rejected. At this point, the disbursement request will return to **Pending** status and the Sponsor will have the ability to change and resubmit the request.

If the member approves the disbursement request, its status will change from **Sponsor Approved** to ***Member Approved*** and Community Investment will be able to begin its review to determine whether the funds can be disbursed.



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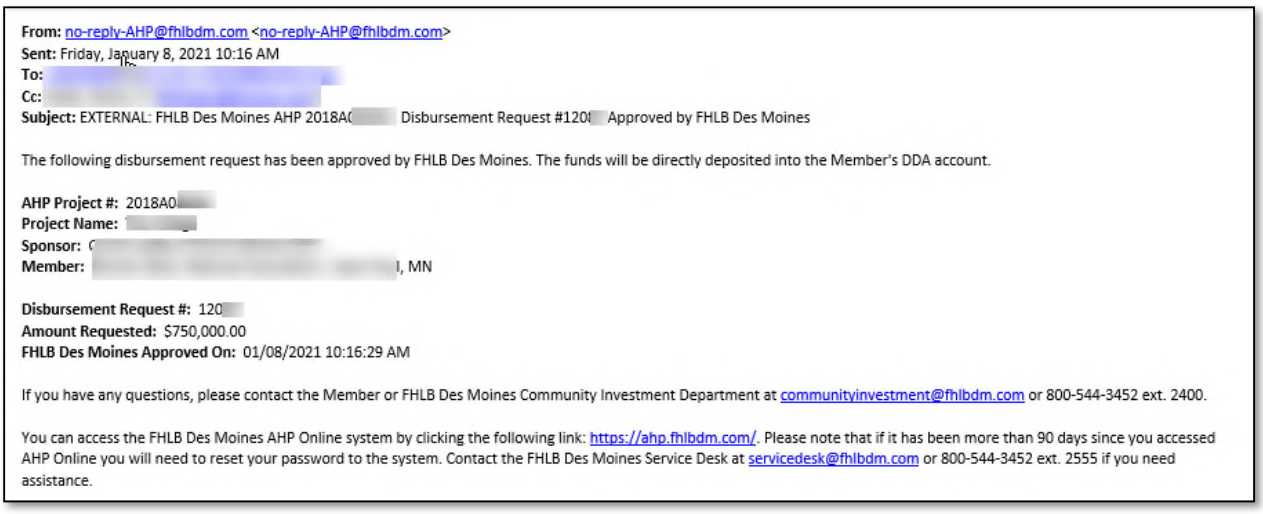
Member Instructions

Once the Member has approved the disbursement request the Community Investment Department of the FHLB Des Moines begins it review. The status of the request will be changed to ***Under Review***. If Community Investment has questions regarding information or documentation submitted with the disbursement request, a clarification will be requested via email and the status may change to ***Clarification Pending*** until the Sponsor has responded to the clarification request via email. Once the clarification is received, the request will return to Under Review status until the transaction has been ***Approved/Funded*** (Funded status) or ***Rejected*** (Rejected status) by Community Investment. Members may review the status of a disbursement request at any time, by searching for it in ***My Projects***, as shown above.

When a disbursement request is approved by the Community Investment, funds are deposited into the member's DDA account at FHLB Des Moines. An email will be sent to both sponsor and member advising of the deposit.



From: no-reply-AHP@fhlbdm.com <no-reply-AHP@fhlbdm.com>
Sent: Friday, January 8, 2021 10:16 AM
To:
Cc:
Subject: EXTERNAL: FHLB Des Moines AHP 2018A Disbursement Request #120 Approved by FHLB Des Moines

The following disbursement request has been approved by FHLB Des Moines. The funds will be directly deposited into the Member's DDA account.

AHP Project #: 2018A0
Project Name:
Sponsor:
Member: , MN

Disbursement Request #: 120
Amount Requested: $750,000.00
FHLB Des Moines Approved On: 01/08/2021 10:16:29 AM

If you have any questions, please contact the Member or FHLB Des Moines Community Investment Department at communityinvestment@fhlbdm.com or 800-544-3452 ext. 2400.

You can access the FHLB Des Moines AHP Online system by clicking the following link: https://ahp.fhlbdm.com/. Please note that if it has been more than 90 days since you accessed AHP Online you will need to reset your password to the system. Contact the FHLB Des Moines Service Desk at servicedesk@fhlbdm.com or 800-544-3452 ext. 2555 if you need assistance.

The member should then disburse the funds to the sponsor.