



# eAdvantage/DP Online Access Manual



## **STATEMENT OF PURPOSE:**

Member contacts may use this manual to help navigate eAdvantage to gain access to DP Online, the FHLB Des Moines automated system for administration of its Down payment Products programs.

Primary user of this manual will be the member's eAdvantage Administrator who will use this manual to set up access to DP Online for the member's desired DP Online User. Secondary user of this manual will be the members DP Online User, to access DP Online.

The manual will instruct the member's eAdvantage administrator on how to set up and limit a DP Online User's eAdvantage access solely to the DP Online System referred to in eAdvantage as "Down Payment/Set Aside Program Online".

The manual will instruct the assigned DP Online User in how to access DP Online from eAdvantage after being provided authorized access. For the DP Online User, instruction on how to use DP Online in order to reserve grant funds and obtain disbursements is contained in separate instructions found on the FHLB Des Moines public website, titled as Technical Assistance DP Online.

DP Online is accessible through eAdvantage 7:00 a.m. to 8:00 p.m. CST, including weekends and FHLB Des Moines holidays. Users of DP Online can only access the system when eAdvantage is available.

If you have any questions, please call the Bank's Community Investment Department at 800.544.3452, ext. 2400.

***Access to DP Online through eAdvantage should not be provided to persons who are not staff or authorized representatives of the FHLB Des Moines member.***

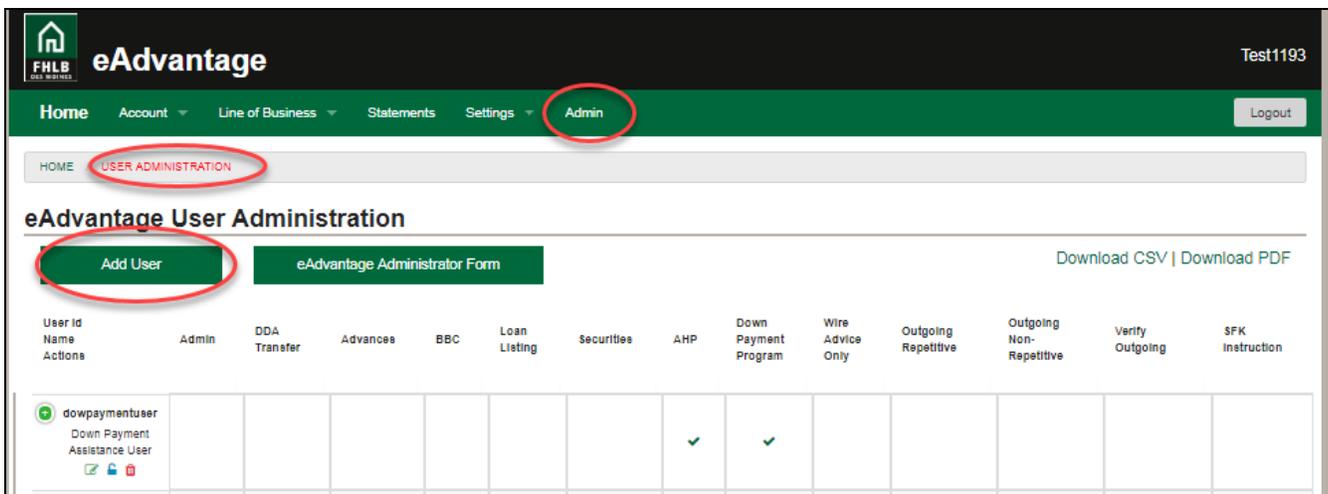
## **SYSTEM REQUIREMENTS:**

- DP Online, which is accessed through eAdvantage, is officially supported by Internet Explorer 8-11. DP Online can be used via Firefox, Chrome, or any other browser. However, if you experience an issue with one of these browsers, first try using Internet Explorer 8-11. If an issue still persists after attempting to use IE 8-11, please contact our Service Desk at 800.544.3452, ext. 2555
- Please allow 20 minutes from time of eAdvantage credential authentication before you access DP Online. This delay in time is needed to integrate the user profile into the automated system.

## DOWN PAYMENT ONLINE USER SET-UP IN eADVANTAGE (for eAdvantage Administrators):

### STEP 1:

- Member staff must be provided User IDs, password, and authorization type in eAdvantage, the member’s secure portal to the FHLB Des Moines, to have access to the DP Online system for administration of subsidy awards in the FHLB Des Moines Down Payment Programs.
- Only a member’s authorized eAdvantage Administrator can set up User IDs, password and assign authorization types for the member staff. FHLB Des Moines cannot perform this function.
- To begin, the member’s eAdvantage Administrator will log in to eAdvantage, select “**Admin**” and “**Add User**” to add a new member user.



### STEP 2: ADDING A NEW MEMBER USER

- On the **Add User** screen the eAdvantage Administrator will need to identify the member user (DP Online User) and assign a User ID that the DP Online User will use to access eAdvantage and DP Online.

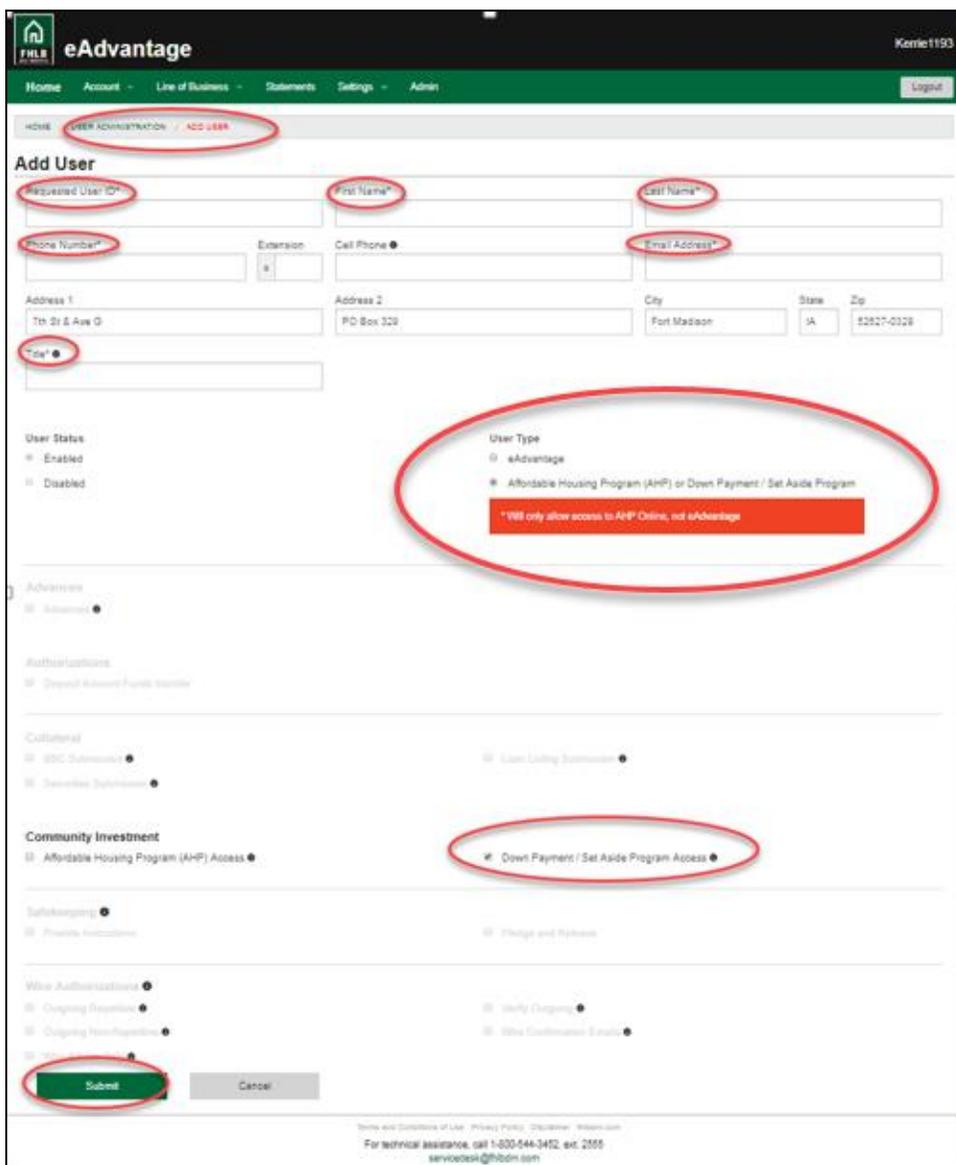
NOTE: Passwords will be automatically generated after the member user is added. After the user is added they will receive two separate secure emails. The first will provide their User ID and the second will provide a temporary password. When they log into eAdvantage to begin using the system, they will be prompted to change their password.

- Select a “**User Type**” from the 2 options:

- eAdvantage Option: Individuals needing access to eAdvantage for other administrative functions and to the Down Payment/Set Aside Programs.
- Affordable Housing Program (AHP) or Down Payment/ Set Aside Program: Individuals only needing access to the competitive Affordable Housing Program (AHP) or the Down Payment/Set Aside Program.

NOTE: The competitive Affordable Housing program is a separate grant program of the FHLB Des Moines. Set-Aside is the regulatory name for the Down Payment Program.

- Under **"Community Investment"**, choose "Down Payment/Set Aside Program Access". This will give the individual access to the DP Online system. Any fields with an asterick is a required field.

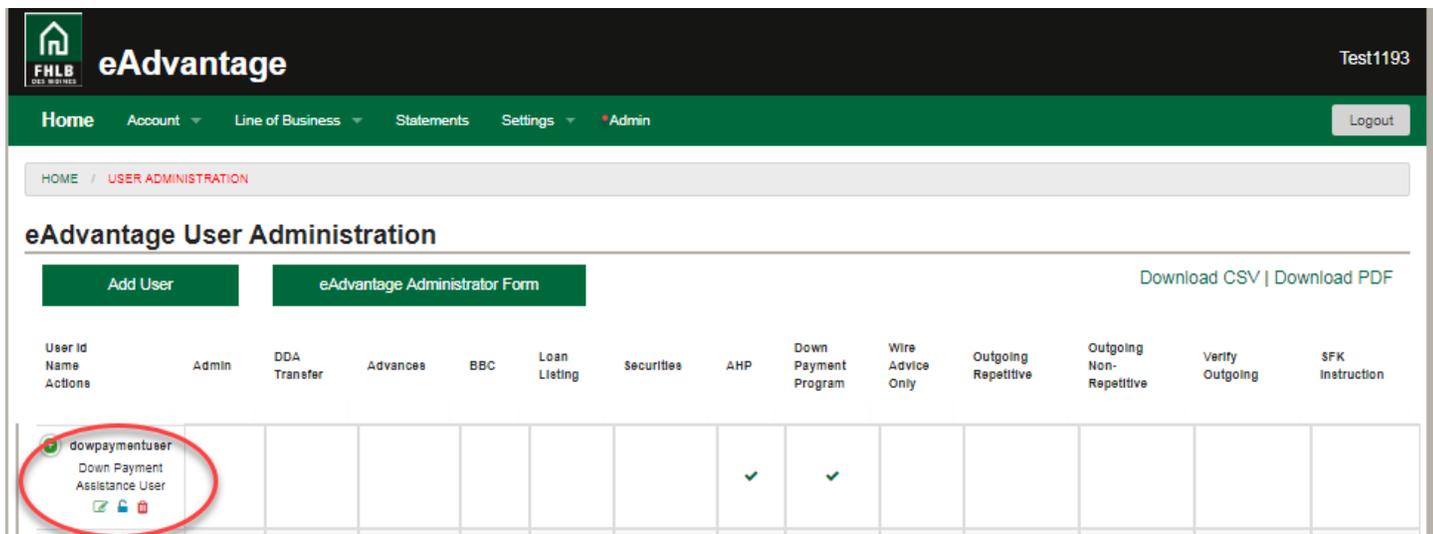


The screenshot shows the 'Add User' form in the eAdvantage system. Red circles highlight the following elements:

- USER ADMINISTRATION / ADD USER** (top navigation)
- Requested User ID\*** (input field)
- First Name\*** (input field)
- Last Name\*** (input field)
- Phone Number\*** (input field)
- Email Address\*** (input field)
- User Type** section:
  - eAdvantage
  - Affordable Housing Program (AHP) or Down Payment / Set Aside Program
  - A red box below the selected option states: **\*Will only allow access to AHP Online, not eAdvantage**
- Community Investment** section:
  - Affordable Housing Program (AHP) Access
  - Down Payment / Set Aside Program Access
- Submit** button (bottom left)

**STEP 3: MODIFYING AN EXISTING MEMBER USER**

- If the user is already set up in eAdvantage, then the eAdvantage Administrator will only need to modify their user profile by assigning the Community Investment authorization status of "Down Payment/Set Aside Program".
- To modify a member contact, from the "User Administration" screen click on the **green** pencil icon beneath the user name.



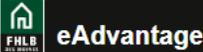
HOME / USER ADMINISTRATION

**eAdvantage User Administration**

Add User | eAdvantage Administrator Form | Download CSV | Download PDF

User Id	Admin	DDA Transfer	Advances	BBC	Loan Listing	Securities	AHP	Down Payment Program	Wire Advice Only	Outgoing Repetitive	Outgoing Non-Repetitive	Verify Outgoing	SFK Instruction
dowpaymentuser Down Payment Assistance User							✓	✓					

- This will route you to a "Modify User" screen. In the example below, Down Payment/Set Aside Program Access is being provided for an existing user.


Kerrie1193

Home Account Line of Business Statements Settings Admin
Logout

HOME / USER ADMINISTRATION / MODIFY USER

### Modify User - dowpaymentuser

<b>Requested User ID*</b> dowpaymentuser	<b>First Name*</b> Down Payment Assistance	<b>Last Name*</b> User
<b>Phone Number*</b>	<b>Extension</b> x	<b>Cell Phone</b>
<b>Address 1</b>		<b>City</b>
<b>Address 2</b>		<b>State</b>
<b>Title*</b> Director		<b>Zip</b>

**User Status**

Enabled

Disabled

**User Type**

eAdvantage

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

\* Will only allow access to AHP Online, not eAdvantage

---

**Advances**

Advances

---

**Authorizations**

Deposit Account Funds transfer

---

**Collateral**

BBC Submission

Securities Submission

Loan Listing Submission

---

**Community Investment**

Affordable Housing Program (AHP) Access

Down Payment / Set Aside Program Access

---

**Safekeeping**

Provide Instructions

Pledge and Release

---

**Wire Authorizations**

Outgoing Repetitive

Outgoing Non-Repetitive

Wire Advice Only

Verify Outgoing

Wire Confirmation Emails

Submit
Cancel

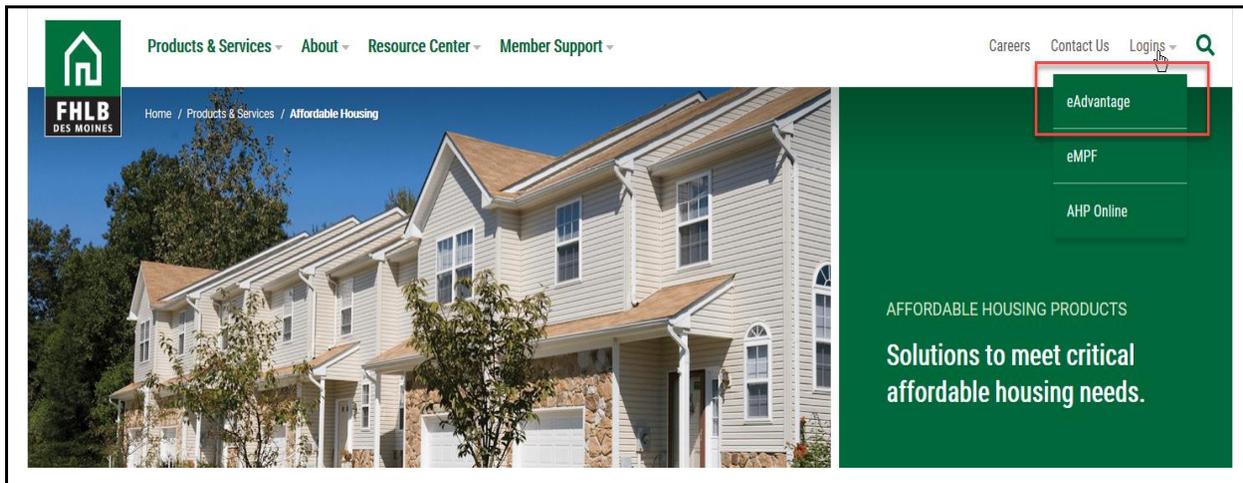
Terms and Conditions of Use Privacy Policy Disclaimer fhldm.com

For technical assistance, call 1-800-544-3452, ext. 2555  
servicedesk@fhldm.com

**LOG INTO DOWN PAYMENT ONLINE THROUGH eADVANTAGE (for DP Online Users):**

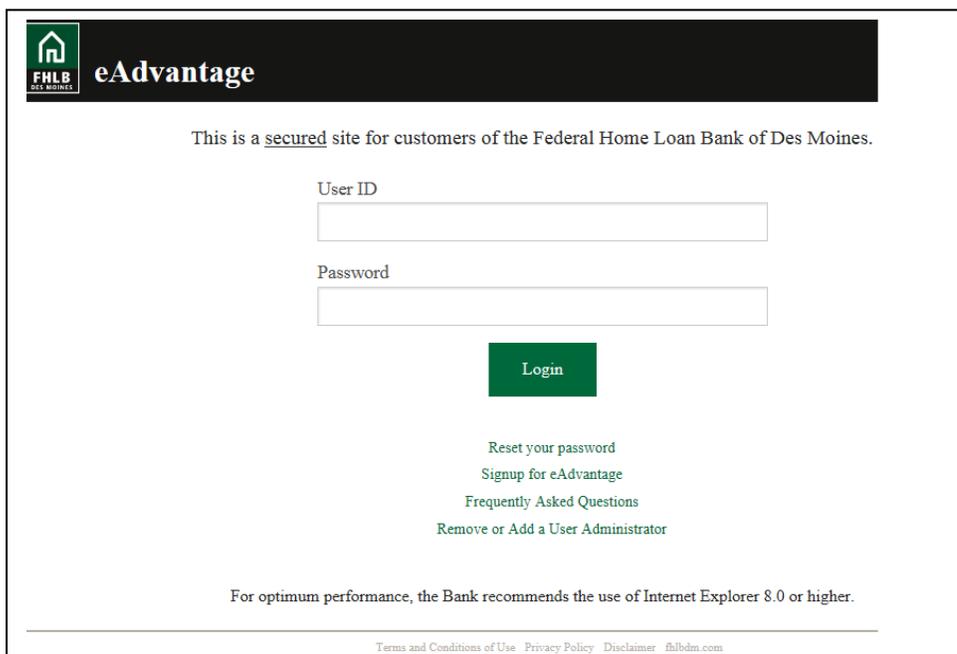
**STEP 1:**

- DP Online is accessed through eAdvantage which is located on FHLB Des Moines homepage.
- Log into eAdvantage from the FHLB Des Moines public website: <https://www.fhlbdm.com/>.



**STEP 2:**

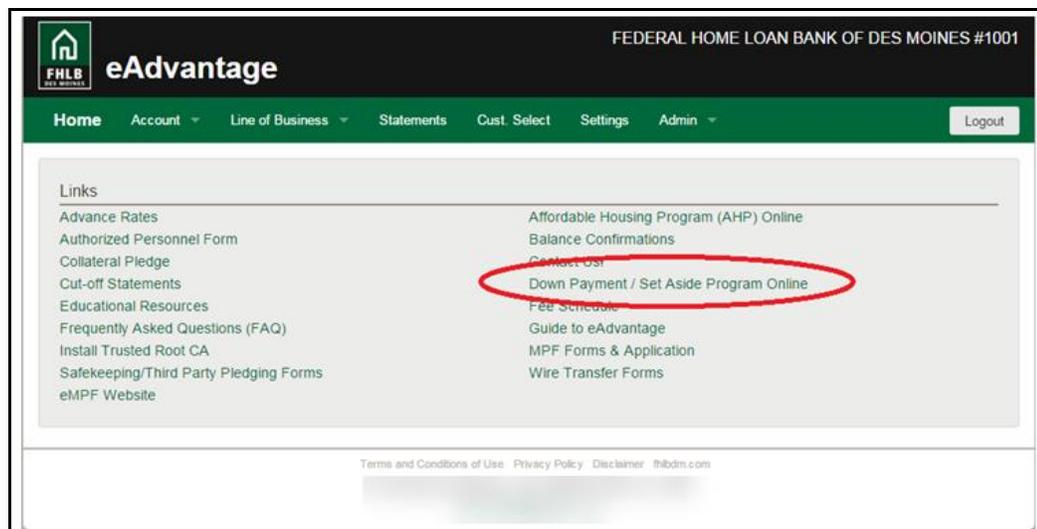
- Enter User ID assigned by your institution’s eAdvantage Administrator and password created by user at their first login to eAdvantage.



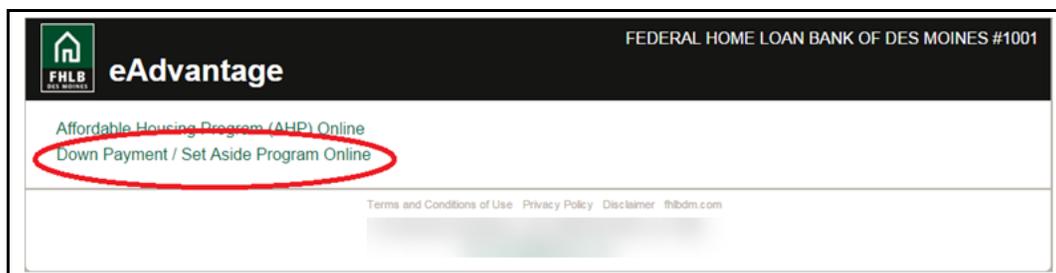
**Step 3:**

- The DP User logs into DP Online through eAdvantage. The menu will display the "Down Payment/Set-Aside Program Online" option. There will be different menu displays based on different levels of user access (see below).
- Click on Down Payment/Set-Aside Program Online

**Menu Display for eAdvantage Administrators or individuals with User Type of "eAdvantage":**



**Menu display for access to Down Payment Online only (non-eAdvantage User):**



**Step 4:**

- Users with access to DP Online will be directed to the DP Online Dashboard once they click on Down Payment/Set-Aside Program Online.
- You will use the dashboard to initiate Reservations and manage Disbursements. For additional guidance on how to use the DP Online system, reference our manual, Technical Assistance DP Online.



DP Online Dashboard

FHLB DES MOINES
Home | Messages (0) | User Guide

Dashboard
Initiate

Dashboard ?
Dashboard Example

Select Round to Display
2018 HomeStart
Export

Member Limit Total	\$ 25,000,000.00
Round Allocation Total Remaining	\$ 8,910,010.72
Member Limit Remaining	\$ 23,951,733.31
Reservation Requests Pending	0
Reservation Requests Submitted	14
Reservation Requests Eligible	0
Reservation Requests Ineligible	5
Reservation Requests Expired	52
Reservations Withdrawn	23

Total Amount of Funds Reserved	\$ 1,052,750.00
Total Amount of Expired Reservations	\$ 255,500.00
Disbursement Requests Pending Submission	0
Disbursement Request Submitted/Under Review	17
Total Disbursements Submitted	198
Total Disbursements Approved	181
Disbursement Requests Rejected	0
Total Amount of Funds Disbursed	\$ 893,766.69
Homebuyers that Received Disbursements	181

• Select round, initiate reservations, or check status of reservations and/or disbursements. If you need assistance, please contact the Community Investment Department at 800.544.3452, ext.2400

• Please review the Program Guidelines for each Down Payment Product fund that you will be utilizing for all program specific requirements.

**Income Workbook**

Income Calculation Workbook\_May 2017.xls

[Reset Current Filtering](#)

Reservation Number	Disbursement Number	Homeowner Last Name	Homeowner First, Middle Name	Member Contact	Date Reservation Submitted	Current Status	Subsidy Reserved	Grant Expiration	Withdrawal Requested	Subsidy Disbursed	Proposed Settlement Date	Disbursement Date
6656	5940									\$ 5,000.00	Jun 15, 2018	Aug 17, 2018
6717	5308									\$ 5,000.00	Jun 11, 2018	Jul 5, 2018
4421	3661									\$ 5,000.00	Feb 16, 2018	Mar 14, 2018
7552	5873									\$ 5,000.00	Jul 27, 2018	Aug 6, 2018
8219	6662									\$ 0.00	Sep 18, 2018	