

## Instructions for Creating a Securities 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 MOTIVES | eAdvantage                                                                               |
|---------------------|------------------------------------------------------------------------------------------|
|                     | 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 -      | Statements Cust. Select | Settings A       | Admin 🔻       | Logo       |  |  |  |
|----------------------------------------|-------------------------|------------------|---------------|------------|--|--|--|
|                                        |                         |                  |               |            |  |  |  |
| Links                                  |                         |                  |               |            |  |  |  |
| Advance Rates                          | Affo                    | rdable Housing   | Program (AH   | IP) Online |  |  |  |
| Authorized Personnel Form              | Bal                     | ance Confirmatio | ons           |            |  |  |  |
| Collateral Pledge                      | Cor                     | Contact Us!      |               |            |  |  |  |
| Cut-off Statements                     | Dov                     | vn Payment / Se  | et Aside Prog | ram Online |  |  |  |
| Educational Resources                  | Fee                     | Schedule         |               |            |  |  |  |
| Frequently Asked Questions (FAQ)       | Gui                     | de to eAdvantag  | je            |            |  |  |  |
| Install Trusted Root CA                | Mo                      | tgage Partnersh  | nip Finance®  |            |  |  |  |
| Safekeeping/Third Party Pledging Forms | Wir                     | e Transfer Form  | IS            |            |  |  |  |
| 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.

| Home Ad                    | count – L     | ine of Busine   | ess – Si | tatements            | Cust. Selec       | t Settings                    | Admin 👻                  |                             |                            |                | Logout            |
|----------------------------|---------------|-----------------|----------|----------------------|-------------------|-------------------------------|--------------------------|-----------------------------|----------------------------|----------------|-------------------|
| HOME / USER                | ADMINISTRATIO | N               |          |                      |                   |                               |                          |                             |                            |                |                   |
| eAdvanta                   | ige User      | Admi            | nistrati | on                   |                   |                               |                          |                             |                            |                |                   |
| Add Use                    | r             |                 |          |                      |                   |                               |                          | Dow                         | nload CSV                  | /   Downl      | oad PDF           |
|                            |               |                 |          |                      |                   |                               |                          | Affordable                  |                            |                |                   |
| 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>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.

| Requested User ID*                                                                     | Password*             | Confirm Password*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
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| test7770                                                                               | ••••                  | ••••                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| First Name*                                                                            | Last Name*            | Email Address*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Jane                                                                                   | Doe                   | test@fhlbdm.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Phone Number*                                                                          | Mother's Maiden Name* |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 515-281-1000                                                                           | test                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| User Status                                                                            | User Type             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| User Status                                                                            | User Type             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                        |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| O Disabled                                                                             | O Affordable          | ge<br>2 Housing Program (AHP) or Down Payment / Set Aside Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| O Disabled                                                                             | O Affordable          | ge<br>e Housing Program (AHP) or Down Payment / Set Aside Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Authorizations  Companyization Administrator                                           | O Affordable          | e Housing Program (AHP) or Down Payment / Set Aside Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Authorizations  Organization Administrator  Deposit Account Funds transfe              | C Affordable          | e Housing Program (AHP) or Down Payment / Set Aside Program<br>View Real-Time Reporting and Statements<br>All Advances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| Authorizations  Organization Administrator  Organization Administrator  Fed Funds Only | C Affordable          | e Housing Program (AHP) or Down Payment / Set Aside Program           Image: With the set of the |  |
|                                                                                        | O Affordable          | ge<br>Housing Program (AHP) or Down Payment / Set Aside Program<br>✓ View Real-Time Reporting and Statements<br>All Advances<br>✓ BBC Submission<br>✓ Securities Submission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                        | C Affordable          | ge         a Housing Program (AHP) or Down Payment / Set Aside Program         Image: Constraint of the set of the                                                                       |  |
|                                                                                        | C Affordable          | <ul> <li>Be Housing Program (AHP) or Down Payment / Set Aside Program</li> <li>View Real-Time Reporting and Statements</li> <li>All Advances</li> <li>BBC Submission</li> <li>Securities Submission</li> <li>Down Payment / Set Aside Program Access</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**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_Export                     | - S 🧧 E | Bulletins Missou | ri Division of | 🕘 Business           | Intelligence Servic. | 🦻 CitiDirect®                 | for Securities (2) 🧯     | 🗿 cuna State Cre            | dit Union Re               | 🧧 eCFR –       | - Code of Federa  |
|------------------------------------------|---------|------------------|----------------|----------------------|----------------------|-------------------------------|--------------------------|-----------------------------|----------------------------|----------------|-------------------|
| User Id<br><mark>N</mark> ame<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>Authority |
| 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                           |         |                  |                |                      |                      |                               |                          |                             |                            |                |                   |
| jane99999<br>Jane Janssen<br>C           |         |                  |                |                      |                      |                               |                          |                             |                            |                |                   |
| madge9999<br>Madge Cremer                |         |                  |                |                      |                      |                               |                          |                             |                            |                |                   |
| 9999testdan<br>Dan Test                  |         |                  |                |                      |                      |                               |                          |                             |                            |                |                   |
| 9999andy<br>Andy Thierman                |         |                  |                |                      |                      |                               |                          |                             |                            |                |                   |
| admin9999<br>Admin Admin                 |         |                  |                |                      |                      |                               |                          |                             |                            |                |                   |
| testAhpQa<br>Ahp Validation              |         |                  |                |                      |                      |                               |                          |                             |                            |                |                   |
| test7770<br>Jane Doe<br>✔ 🔓 🗎            | •       | •                |                |                      | •                    | 1                             | 1                        |                             |                            |                |                   |

| Circt Namo*                | Last Namo!            | Empil Addrace*                                                                                        |
|----------------------------|-----------------------|-------------------------------------------------------------------------------------------------------|
| Jane                       | Doe                   | test@fhlbdm.com                                                                                       |
| Phone Number*              | Mother's Maiden Name* |                                                                                                       |
| 515-281-1000               | test                  |                                                                                                       |
| User Status                | User Type             |                                                                                                       |
| Enabled                    | eAdvar                | ntage                                                                                                 |
| O Disabled                 | O Afforda             | ble Housing Program (AHP) or Down Payment / Set Aside Program                                         |
| Authorizations             |                       |                                                                                                       |
| Organization Administrator | r                     | View Real-Time Reporting and Statements                                                               |
| Deposit Account Funds tra  | nsfer                 | All Advances                                                                                          |
| Fed Funds Only             |                       | BBC Submission                                                                                        |
| Loan Listing Submission    |                       | Securities Submission By granting the                                                                 |
| Affordable Housing Progra  | m (AHP) Access        | Down Payment / Set Aside Program Acc Authorization level, the user will have the ability to Plodge or |
|                            |                       | Belease Securities for                                                                                |
| Wire Authorizations        |                       | their institution.                                                                                    |

**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.

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