

MEMBERS ONLY USER MANUAL

April 2019

GETTING STARTED AS AN ADMINISTRATOR

As an Administrator, you received a username for your Administration account. The administration site is integrated with the Members Only site at <https://portal.membersonly.fhlbtpeka.com>.

On your initial log in, you will be asked to establish your password. Please make note of your password and keep it safe.

QUESTIONS?

Kellee Tinsley | Membership Coordinator

Melissa Herrin | Operations & Compliance Analyst

Product Administration Department

Phone: 800.809.2733

Email: FHLB_ProdAdmin@fhlbtpeka.com


After you have logged in, you can create user account(s) for others in your organization as well as yourself. You will need to create a user account for yourself to access your institution's information in Members Only. To create a user account, follow the instructions below. Once your new user(s) log on from the automatically generated email they receive after you've created the account(s), they will have access to the Members Only areas you designate.


Create user accounts as necessary for your institution. As Administrator, you are responsible for maintaining the accounts you create for your users, including editing existing accounts (name changes, email changes, etc) and deleting old users accounts.

NEW ADMINISTRATOR EMAIL

Administrators will receive an email like the one below directing you to click the link to access Members Only and create a new password.

Fri 04/12/2019 12:21 PM

 **FHLB_ProdAdmin**
FHLBank Topeka Members Only account activity notification

To  Gant Welborn


Retention Policy 3 Year Delete (3 years) Expires 04/11/2022

FHLBank Topeka has updated your Members Only account. Your username is janeadmin. Please use the link below to view the changes to your account.

https://stage.membersonly.fhlbtopeka.com/login/b2c?signin=1&login_hint=janeadmin

Questions or inquiries may be directed to:
FHLBank Topeka
Kellee Tinsley or Melissa Herrin
800.809.2733 or mailto:fhlb_prodadmin@fhlbtopeka.com

The link above will take you to the Welcome page as shown below. Your new User ID/User Name will be automatically populated, and you will need to verify your email address in order to receive a verification code.



Welcome

Password Reset - Verify Email Account

Sign in name

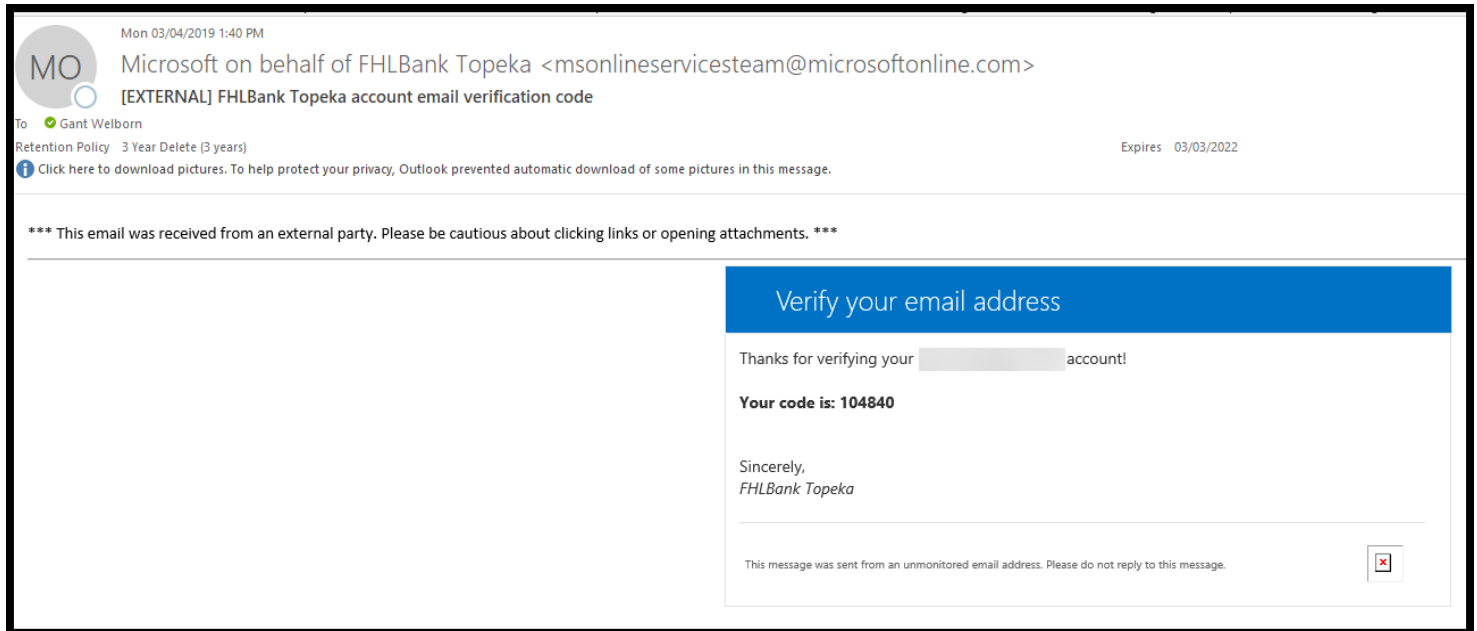
Verification is necessary. Please click Send button.

Verified Email Address

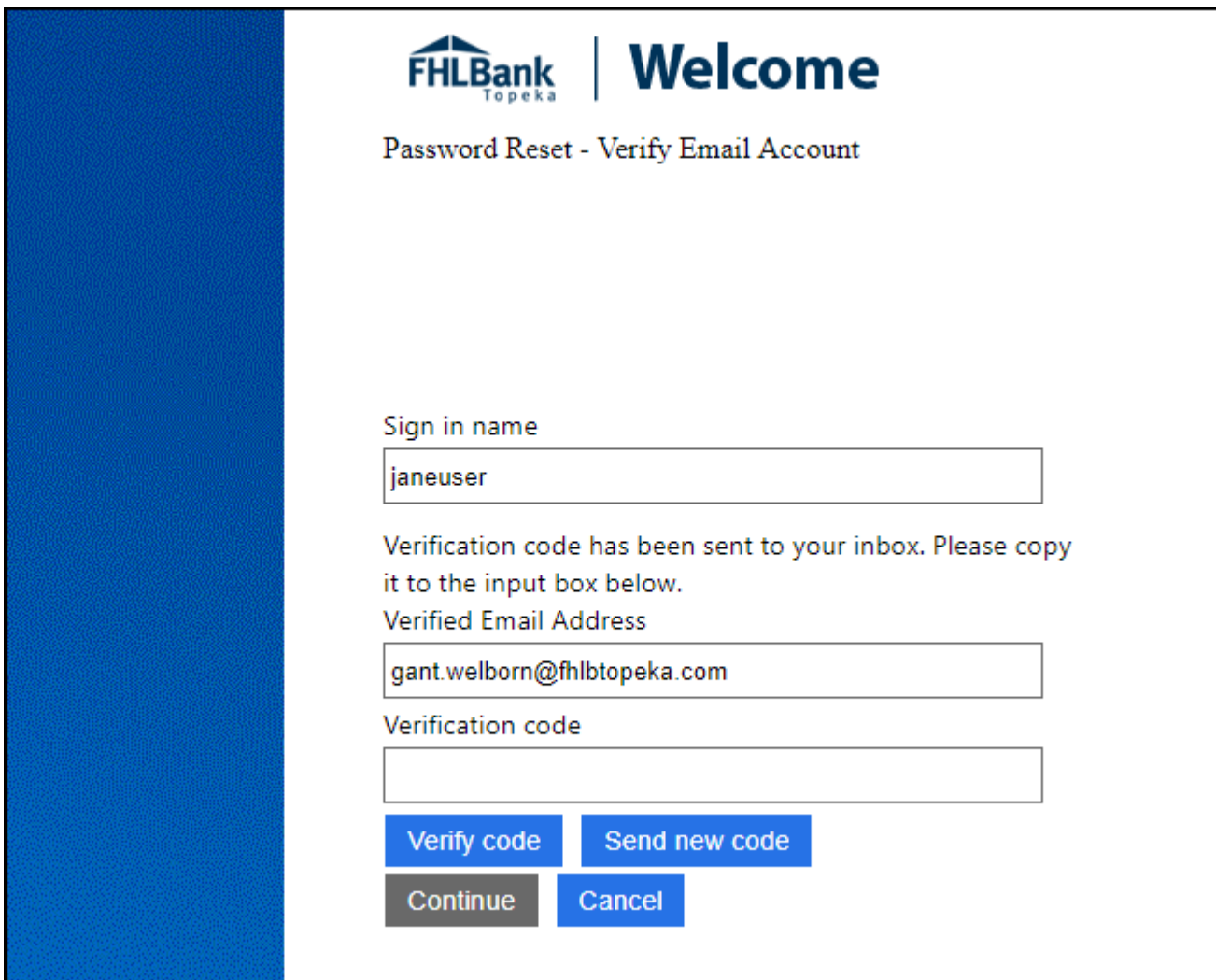
Send verification code

Continue **Cancel**

The email will contain the code you will need to enter.



Enter the verification code from the email and click Verify code.



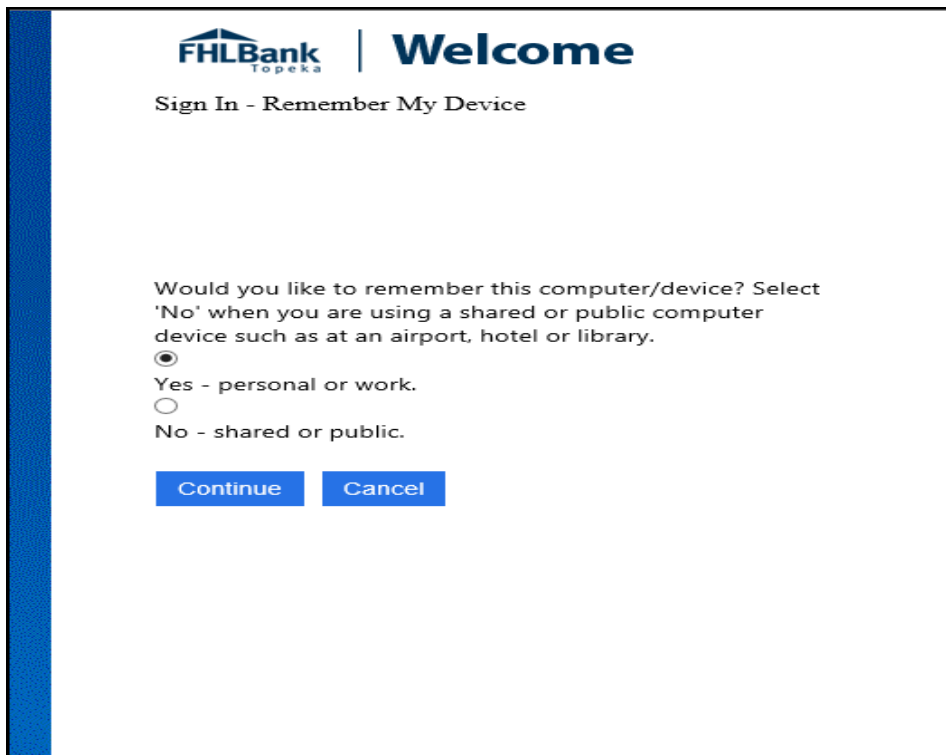
Once your email address has been verified click Continue.

The screenshot shows the FHLBank Topeka 'Welcome' page for a password reset. The page title is 'Password Reset - Verify Email Account'. It features a sign-in name field with the text 'janeuser1'. Below this, a message states 'E-mail address verified. You can now continue.' followed by a 'Verified Email Address' field containing 'gant.welborn@fhlbtopeka.com'. At the bottom, there are three buttons: 'Change e-mail', 'Continue', and 'Cancel'.

Enter your direct phone number or your cell phone number for multi-factor authentication.

The screenshot shows the FHLBank Topeka 'Welcome' page for a password reset. The page title is 'Password Reset - Phone Factor Verification'. It prompts the user to 'Enter a number below that we can send a code via SMS or phone to authenticate you.' Below this, there is a 'Country Code' dropdown menu set to 'United States (+1)' and a 'Phone Number' text input field. At the bottom, there are three buttons: 'Send Code', 'Call Me', and 'Cancel'.

Remember My Device is defaulted to Yes. Change if you are using a public computer. Clicking yes will allow you to multi-factor authenticate every 90 days rather than every log-in.



FHLBank Topeka | Welcome

Sign In - Remember My Device

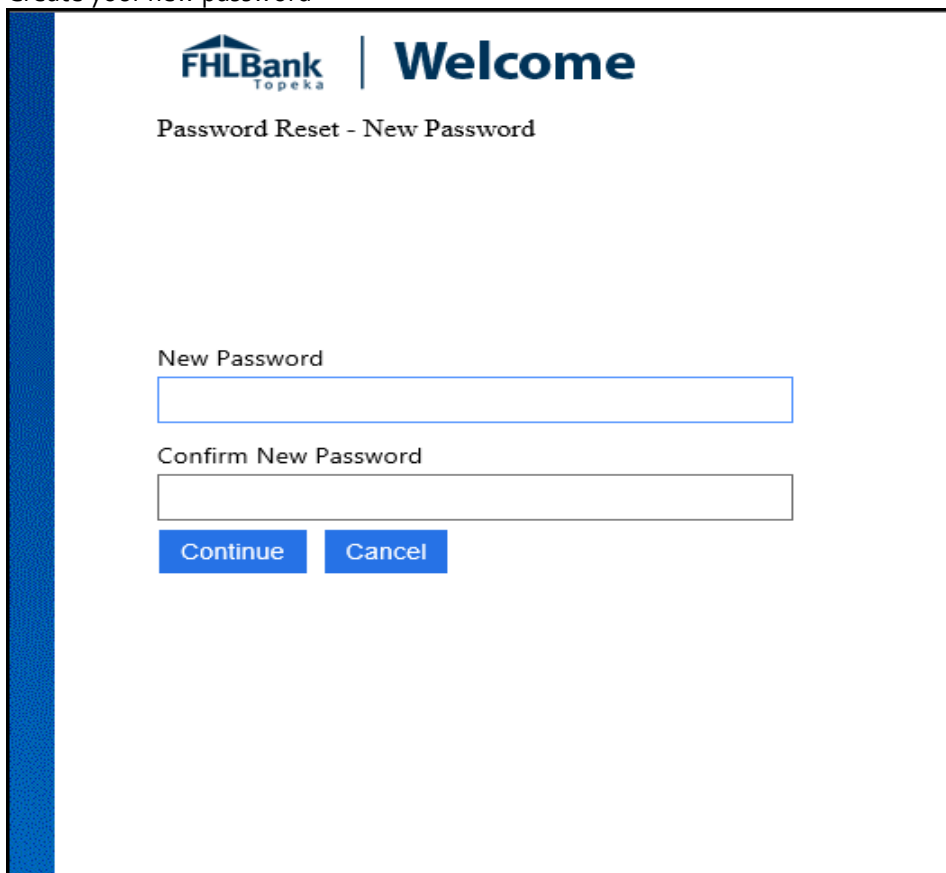
Would you like to remember this computer/device? Select 'No' when you are using a shared or public computer device such as at an airport, hotel or library.

Yes - personal or work.

No - shared or public.

[Continue](#) [Cancel](#)

Create your new password



FHLBank Topeka | Welcome

Password Reset - New Password

New Password

Confirm New Password

[Continue](#) [Cancel](#)

ADMINISTRATOR DASHBOARD

When you log in with your Administrator credentials, you will be directed to the following page. From this Administrator dashboard/home page, you can manage your institution's users. You can choose to add a new Member User as well as view, edit or delete existing Member User accounts. *Note: Only an FHLBank Administrator can add, edit or delete an Administrator account.*

Members OnlyContactFHLBank Public SiteAHPHSPLogoutQJane AdminUnion ()

MANAGE MEMBER USERS

Member Type

First Name	Last Name ▲	Username	Email Address	Member Type	Operations
John	Admin	johnadmin	gant.welborn@fhlbtopeka.com	Member Admin	
Jane	Admin	janeadmin	gant.welborn@fhlbtopeka.com	Member Admin	
Joseph	User	josephuser	gant.welborn@fhlbtopeka.com	Member User	<input type="button" value="View"/>
John	User	johnuser	gant.welborn@fhlbtopeka.com	Member User	<input type="button" value="View"/>

500 SW Wanamaker Road | Topeka, KS 66606 | 785.233.0507Legal Disclaimer

ADDING A MEMBER USER

Having clicked on the “Add Member User” button on the Administration home page, you are now ready to create a username and enter the email address, first name and last name of the individual you are adding. *Note: Usernames must be unique among all FHLBank Topeka customers. If you choose a username that is already in use, you will get an error message asking you to choose a new username.*

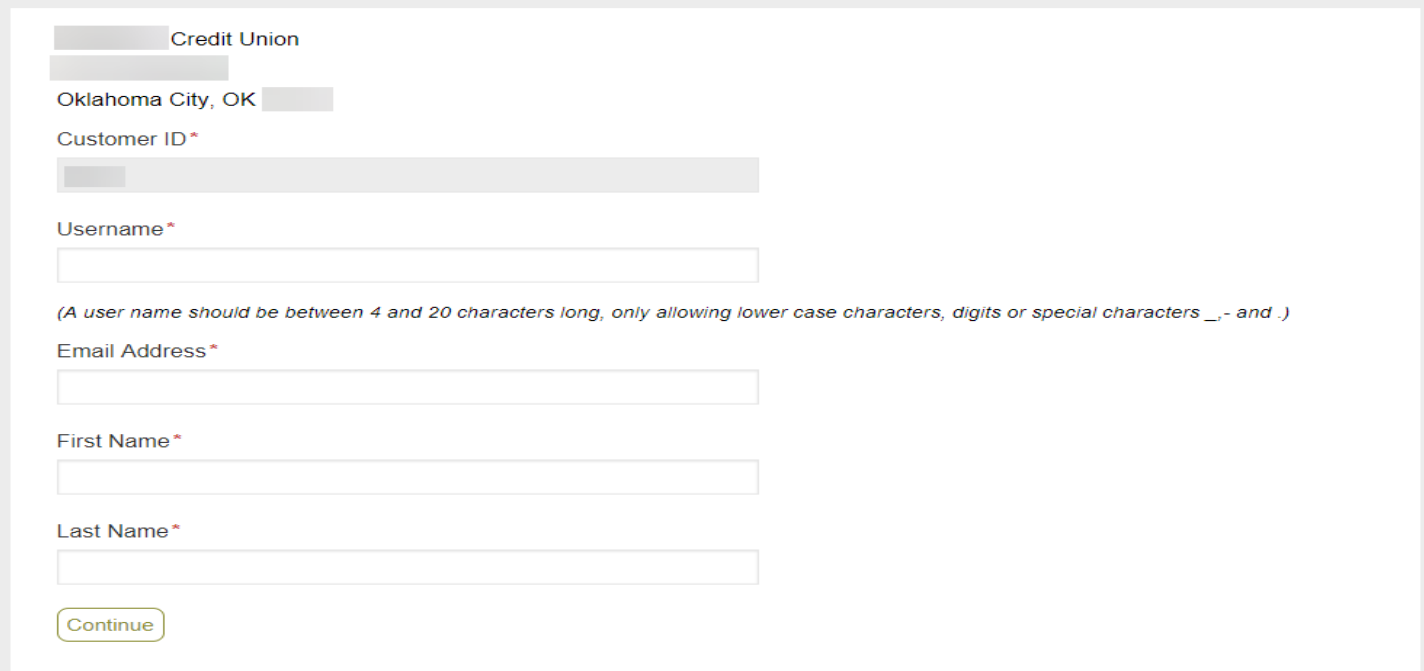


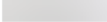
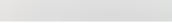
Contact FHLBank Public Site AHP HSP Logout 


FHLBank
Topeka **Members Only**

Jane Admin
Credit Union ()

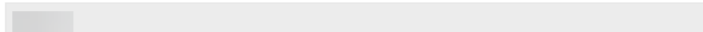
ADD MEMBER USER



 Credit Union


Oklahoma City, OK 

Customer ID *



Username *

(A user name should be between 4 and 20 characters long, only allowing lower case characters, digits or special characters _, - and .)

Email Address *

First Name *

Last Name *

After clicking Continue, the user account will be created, and you will be asked to assign roles that will grant the user additional access to account specific sections.

Base Role – Provides access to the entire Members Only site with the exception of the Line of Credit (LOC) paydown, Overnight Deposit (OND) transfer and Reports.

LOC paydown Role – Provides users access to paydown on the line of credit.

OND transfer Role – Provides users access to transfer funds between the demand deposit account and overnight deposit account.

QCD Data Entry Role – Provides users access to enter data into the Qualifying Collateral Determination (QCD) form.

QCD Approver Role – Provides users access to approve the QCD form after a user with QCD Data Entry role permissions submits the form. *Note: Any user can be assigned the QCD Data Entry role. Only individuals authorized to sign for advances via the Credit Resolution or Credit Authorization form can be assigned the QCD Approver role.*

AHP/HSP Role – Provides users access to the AHP/HSP application. *Note: Only individuals authorized via the AHP/HSP Authorization form.*

Credit Union

Oklahoma City, OK

Customer ID*

Username*

janeuser1

Email Address*

gant.welborn@fhlbtopeka.com

First Name*

Jane

Last Name*

User

Member User Roles

- Base (access to view rates, documents and forms)
- LOC Paydown
- OND Transaction
- Reports

Save

QCD Roles

- QCD Data Entry
- QCD Approver

Save

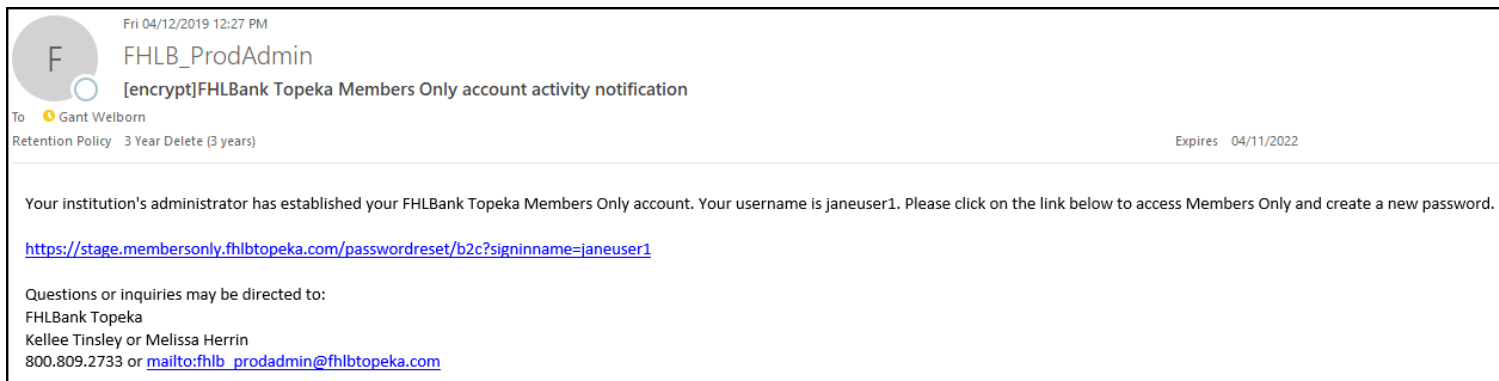
AHP/HSP Role

- AHP/HSP Role

Save

NEW USER EMAIL CONFIRMATION

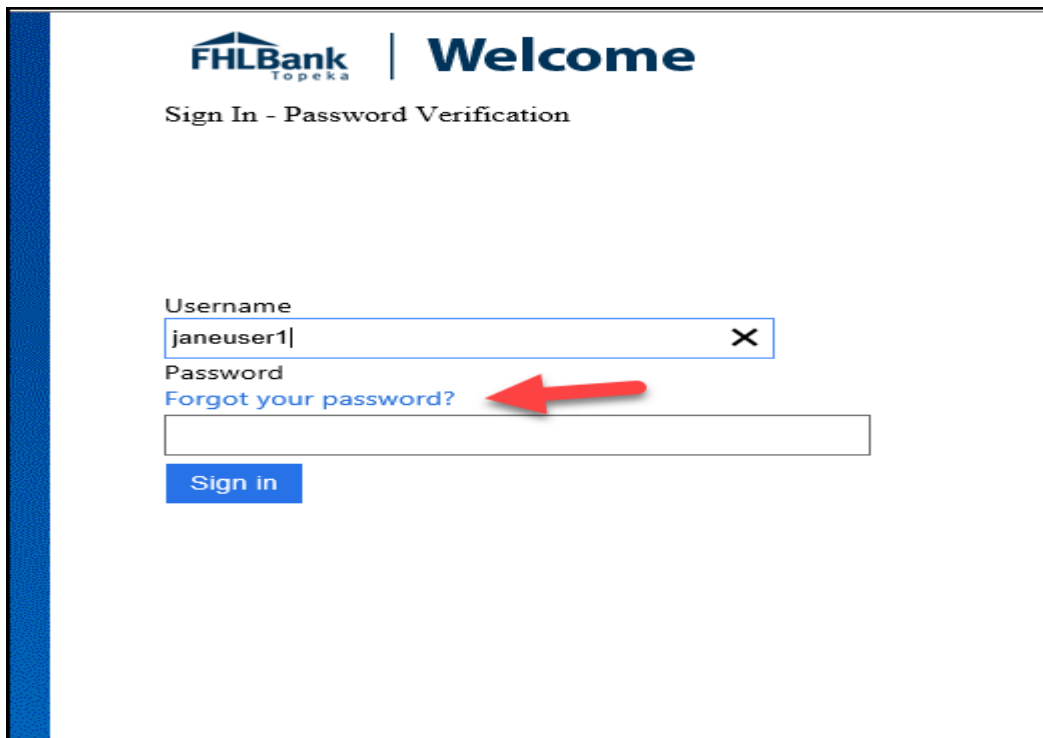
After successful creation of the user account, the user will receive the email below with a link to create a password.



Pages 2-5 show the steps needed for a user to establish a new password.

PASSWORD RESETS

When the [Forgot your password](#) link is clicked, users will be taken through the steps shown on pages 2-5. Passwords expire after 90 days at which time users will be required to multi-factor authenticate to verify identity.



PLEASE NOTE: The email containing the verification code for your email address will be received from msonlineserviceteam@microsoftonline.com. It may be necessary to add this email address to your approved sender list if your institution's security protocols prohibit emails from third parties.

MEMBERS ONLY HOME PAGE

The Members Only home page contains a dashboard and is the starting point for all functions on the site. The dashboard contains six blocks with the most pertinent information. The Reports block contains the five most commonly used daily and monthly reports. The Recent Activity block contains documents for the five most recent transactions. Both blocks contain buttons beneath them that allow access to more reports and documents. Main menu options allow users the ability to view forms, documents and reports for specific products and services.

Audit confirmation requests and the CFI Asset Cap are located under Resources in the Main menu.

The screenshot shows the FHLBank Topeka Members Only home page. At the top, there is a dark blue header with the FHLBank Topeka logo on the left, the text "Members Only" in the center, and a navigation bar on the right containing links for "Contact", "FHLBank Public Site", "AHP", "HSP", "Logout", and a search icon. Below the header, a secondary navigation bar lists various services: "ADVANCES", "LETTERS OF CREDIT", "WIRES", "COLLATERAL", "SAFEKEEPING", "CAPITAL STOCK", "DEPOSITS", "RATES", "REPORTS", and "RESOURCES".

The main content area is divided into six blocks:

- Reports:** Features radio buttons for "Daily" (selected) and "Monthly", a date dropdown set to "04/12/2019", and a list of reports: "Advance Payments Due" (PDF), "General Activity Report" (PDF), and "Summary of Current" (PDF). A "More Reports" button is at the bottom.
- Line of Credit:** Displays the "Daily Line of Credit Rate" as of "04/11/2019 8:33:00 AM" at "1.24%". It includes a note that the rate reprices daily based on FHLBank's cost of funds and a "Click Here for additional advance rates" link. A "Paydown" button is at the bottom.
- Recent Activity:** States "There are no Recent Activity documents." and includes a "More Documents" button.
- Overnight Deposit Transfers:** Explains that an OND transfer allows moving funds between overnight deposit and demand deposit accounts, with transfers made in multiples of \$100,000. An "OND Transfer" button is at the bottom.
- Quick Contacts:** Lists contact information for "Jeff Steiner" (Regional Account Manager, 785.478.8170, Jeff.Steiner@FHLBTopeka.com) and "Chris Endicott" (MPF Account Manager, 785.478.8164, Chris.Endicott@FHLBTopeka.com), along with the "Lending Department" (800.809.2733, FHLB.Lending@fhlbtopeka.com). A "More Contacts" button is at the bottom.
- Central Banner:** A dark blue banner with the text "WELCOME TO THE NEW MEMBERS ONLY" and a link "Click here to learn about the new features".