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

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.

QUESTIONS?
Kellee Tinsley | Membership Coordinator
Melissa Herrin | Operations & Compliance Analyst
Product Administration Department
Phone: 800.809.2733
Email: FHLB_ProdAdmin@fhlbtopeka.com
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.

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.membersenonly.fhltopke.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:fhb_prodadmin@fhltopke.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.
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.

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

Create your 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.**

MANAGE MEMBER USERS

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Username</th>
<th>Email Address</th>
<th>Member Type</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Admin</td>
<td>johnadmin</td>
<td><a href="mailto:gant.welborn@fhltopeka.com">gant.welborn@fhltopeka.com</a></td>
<td>Member Admin</td>
<td></td>
</tr>
<tr>
<td>Jane</td>
<td>Admin</td>
<td>janeadmin</td>
<td><a href="mailto:gant.welborn@fhltopeka.com">gant.welborn@fhltopeka.com</a></td>
<td>Member Admin</td>
<td></td>
</tr>
<tr>
<td>Joseph</td>
<td>User</td>
<td>josephuser</td>
<td><a href="mailto:gant.welborn@fhltopeka.com">gant.welborn@fhltopeka.com</a></td>
<td>Member User</td>
<td>View</td>
</tr>
<tr>
<td>John</td>
<td>User</td>
<td>johnuser</td>
<td><a href="mailto:gant.welborn@fhltopeka.com">gant.welborn@fhltopeka.com</a></td>
<td>Member User</td>
<td>View</td>
</tr>
</tbody>
</table>
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.

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.
MEMBERS ONLY USER MANUAL

User Information

Credit Union
Oklahoma City, OK

Customer ID

Username
janeuser1

Email Address
gant.whebn@hibtopska.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.

![Email Confirmation Image]

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.

![Password Reset Image]

PLEASE NOTE: The email containing the verification code for your email address will be received from msonlineservicesteam@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.

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**Welcome to the New Members Only**

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Overview of Members Only Home Page:

- **Reports**
  - Daily or Monthly Reports
  - Advance Payments Due
  - General Activity Report
  - Summary of Current

- **Line of Credit**
  - Daily Line of Credit Rate
  - As of 04/11/2019: 8:33:00 AM
  - 1.24%
  - The line of credit rate is re-priced daily based on FHLBank's cost of funds. Click here for additional advance rates.

- **Recent Activity**
  - There are no Recent Activity documents.

- **Overnight Deposit Transfers**
  - An OND transfer allows you to transfer funds between your overnight deposit account and your demand deposit account. Transfers must be made in multiples of $100,000.

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**Quick Contacts**

- Jeff Steiner
  - Regional Account Manager
  - 785-478-8170
  - Jeff.Steiner@FHLBTopeka.com
- Chris Endicott
  - MFP Account Manager
  - 785-478-8184
  - Chris.Endicott@FHLBTopeka.com
- Lending Department
  - 888.008.2733
  - FHLB.Lending@fhlbtopeka.com