

# FHLBAsap

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## QUICK REFERENCE GUIDE

**FHLBAsap**<sup>®</sup> is an automated application intake, processing, underwriting, funding, and information management system that can help facilitate your residential financing, CRA lending, and other business development goals.

### **FEATURES:**

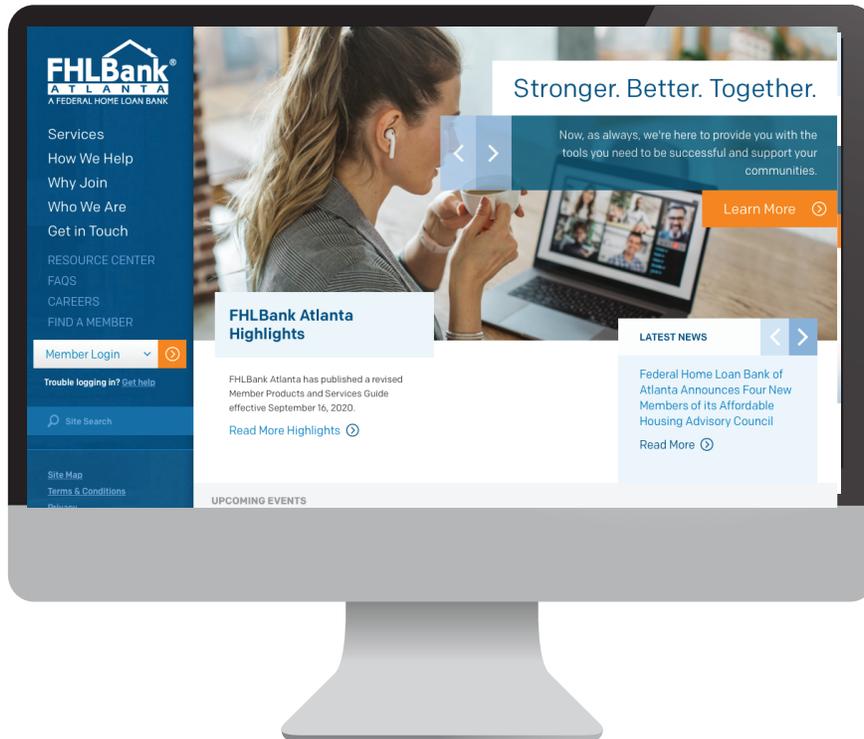
- Submit applications electronically
- Prequalify applicants for products
- Check application status at anytime
- Receive funds immediately upon FHLBank Atlanta approval

The following Quick Reference Guide provides you with the basic steps to get started, including logging into the system, navigating, and submitting an application. To access the system, members must use an FHLBank Atlanta-issued username and password.

**For technical support, please contact Shareholder Support  
at 1.800.536.9650, option 7.**

## ACCESSING TO FHLBA<sup>sap</sup>:

**Step 1:** Click **Member Login** from the FHLBank Atlanta corporate website

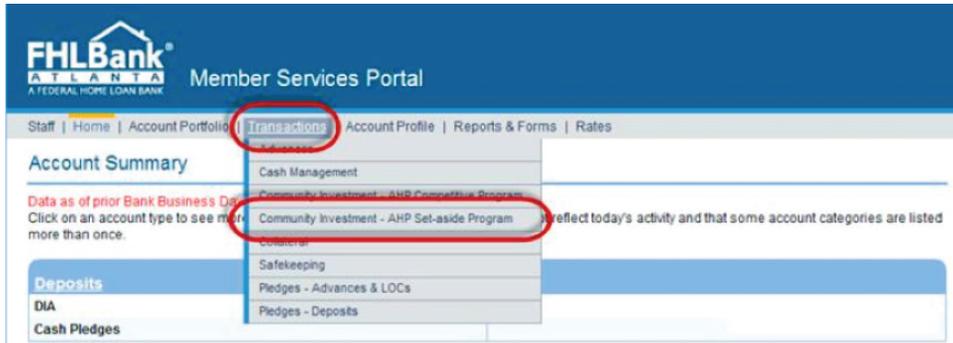


**Step 2:** Login using your **username** and **password**

A screenshot of the FHLBank Atlanta Member Services Portal login page. The page has a white background with a dark blue header containing the FHLBank Atlanta logo. The main heading is "Federal Home Loan Bank of Atlanta - Login Required" followed by "Login to Member Services Portal". Below this, a message states: "You are attempting to access a protected resource. Please identify yourself by entering your User ID and Password." There are two input fields: "User ID:" and "Password:". A blue "Login" button is positioned below the password field. At the bottom of the page, a note reads: "User IDs and Passwords are assigned by your Remote Administrators. If you do not know your Remote Administrator, please call FHLBank Atlanta Customer Service at 1-800-536-9650."

\*NOTE: Username and password are assigned by the Remote Administrators (RA) at your Bank. If you do not know your RA, please contact FHLBank Atlanta Shareholder Support at 1.800.536.9650, option 7.

**Step 3:** Select **Transactions** > Community Investment – AHP Set-aside Program from the menu



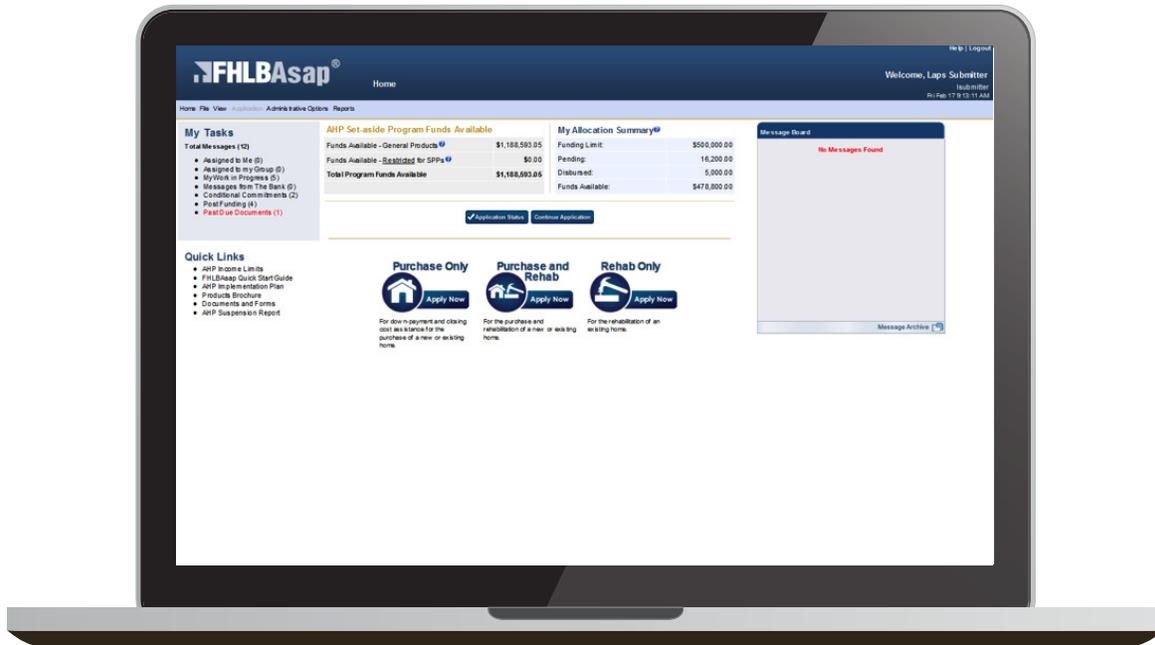
**Step 4:** Login to FHLBASap using the same **username** and **password**



\*NOTE: Username and password are assigned by the Remote Administrators (RA) at your Bank. If you do not know your RA, please contact FHLBank Atlanta Shareholder Support at 1.800.536.9650, option 7.

# NAVIGATING THROUGH FHLBA<sup>sap</sup>:

## FHLBA<sup>sap</sup> Home Screen



\*Note: You can return to the Home Screen at any time by clicking “Home” on the menu

### Home Screen Details

<b>My Tasks</b>	Check here for status updates and communications from FHLBank Atlanta regarding your applications
<b>Quick Links</b>	Access information on AHP Homeownership Set-aside Products, training, and helpful documentation <i>Suspension Report: Includes information regarding entities and individuals suspended from participation in all affordable housing programs and products offered by FHLBank Atlanta through its Community Investment Services department</i>
<b>Message Board</b>	View messages posted by FHLBank Atlanta
<b>AHP Set-aside Funds Available</b>	Represents the total amount of funds available for the AHP Homeownership Set-aside Program annual offering
<b>Funding Limit</b>	Represents the maximum amount of funds available per member during the AHP Homeownership Set-aside Program annual offering
<b>Pending</b>	Represents the amount of AHP Homeownership Set-aside Program funds pending for your Bank. Funds are pending once the application is submitted to FHLBank Atlanta and/or committed
<b>Disbursed</b>	Represents the amount of AHP Homeownership Set-aside Program funds disbursed to your Bank
<b>Application Status</b>	Check here to review the status of all applications for your Bank

## SUBMITTING PURCHASE APPLICATIONS

**Apply Now:** Click [Purchase Only Apply Now](#) to start an AHP Homeownership Set-aside Program application

The application Submitter is completing the initial entry of information and attaching all required documents.

<b>Step 1:</b> <b>Household Information</b>	<ul style="list-style-type: none"><li>• Enter the name of all persons that will occupy the household</li><li>• Confirm if household members have income</li><li>• Confirm if homebuyer is a qualified veteran of the U.S. Armed Forces, as defined by the Bank's AHP Implementation Plan</li></ul> <p><b>Note:</b> Any non-occupant co-borrowers should also be added in this step</p>
<b>Step 2:</b> <b>Income</b>	<ul style="list-style-type: none"><li>• Enter income information for each household member</li><li>• Save</li><li>• Close</li></ul>
<b>Step 3:</b> <b>Property Information</b>	<ul style="list-style-type: none"><li>• Enter property information and expected loan closing date</li><li>• Loan closing date cannot exceed 45 calendar days from submission</li><li>• HUD Income calculations are based on information entered in application under step 2</li><li>• Save</li></ul>
<b>Step 4:</b> <b>Financial and Mortgages</b>	<ul style="list-style-type: none"><li>• Enter all financing and mortgage related information for the loan including other funding sources such as mortgages or other grants</li><li>• Term not less than five years, with an amortization of any period equal to or greater than the loan term</li><li>• Save</li></ul>
<b>Step 5:</b> <b>Product Eligibility</b>	<ul style="list-style-type: none"><li>• Select preferred AHP Homeownership Set-aside product</li><li>• Save</li></ul> <p><b>*Note:</b> Homebuyers may qualify for multiple set-aside products, but can only receive funding under one product</p>
<b>Step 6:</b> <b>Intake Documents</b>	<ul style="list-style-type: none"><li>• Submitter attaches required intake documents (highlighted in blue) and optional documents in .PDF format</li><li>• Save</li></ul>
<b>Step 7:</b> <b>Review and Submit Application</b>	<ul style="list-style-type: none"><li>• Review application summary</li><li>• Review and accept Terms and Conditions</li><li>• Submitter submits application to approver for review/approval</li><li>• Approver submits application to Bank for review/approval after agreeing to the Terms and Conditions</li></ul> <p><b>*Note:</b> The Conditional Commitment will be issued for 45 calendar days</p>
<b>Step 8:</b> <b>Conditional Commitment Documents</b>	<ul style="list-style-type: none"><li>• Submitter attaches required pre-funding documents (highlighted in blue)</li><li>• Submitter submits application to approver for review/approval after agreeing to the Terms and Conditions</li><li>• Approver submits application to Bank for review/disbursement after agreeing to the Terms and Conditions</li><li>• Save</li></ul> <p><b>*Note:</b> A member must use all AHP Homeownership Set-aside Program funds for approved purposes within six business days of closing date listed on the preliminary Closing Disclosure</p>
<b>Step 9:</b> <b>Post Funding Documents</b>	<ul style="list-style-type: none"><li>• Submitter or approver attaches required post funding documents (highlighted in blue)</li><li>• Post funding documents due within 20 business days of the expected closing date</li><li>• Submitter or approver submits application to Bank for review/completion of the application</li></ul>

# SUBMITTING REHABILITATION APPLICATIONS

Apply Now: Click [Rehab Only Apply Now](#) to start an AHP Homeownership Set-aside Program Application

<b>Step 1:</b> Household Information	<ul style="list-style-type: none"><li>• Enter the name of all persons that will occupy the household</li><li>• Confirm if household members have income</li></ul>
<b>Step 2:</b> Income	<ul style="list-style-type: none"><li>• Enter income information for each household member</li><li>• Save</li><li>• Close</li></ul>
<b>Step 3:</b> Property Information	<ul style="list-style-type: none"><li>• Enter property information and expected application disbursement/closing date</li><li>• HUD Income calculations are based on information entered in application under steps 1 and 2</li><li>• Save</li></ul>
<b>Step 4:</b> Financial and Mortgages	<ul style="list-style-type: none"><li>• Select preferred AHP Homeownership Set-aside Program product</li><li>• Save</li></ul> <p><b>*Note:</b> Homeowner(s) may qualify for multiple set-aside products, but can only receive funding under one product</p>
<b>Step 5:</b> Scope of Work	<ul style="list-style-type: none"><li>• Select the contractor/intermediary from the dropdown list and enter name of contact person</li><li>• Save</li><li>• Enter hard and soft costs</li><li>• Save</li></ul>
<b>Step 6:</b> Intake Documents	<ul style="list-style-type: none"><li>• Submitter attaches required intake documents (highlighted in blue) and optional documents in .PDF format</li><li>• Save</li></ul>
<b>Step 7:</b> Review and Submit Application	<ul style="list-style-type: none"><li>• Review application summary</li><li>• Review and accept the Terms and Conditions</li><li>• Submitter submits application to approver for review/approval</li><li>• Approver submits application to Bank for review/approval after agreeing to the Terms and Conditions</li></ul> <p><b>*Note:</b> The Conditional Commitment will be issued for 90 calendar days</p>
<b>Step 8:</b> Conditional Commitment Documents	<ul style="list-style-type: none"><li>• Submitter attaches required pre-funding documents (highlighted in blue)</li><li>• Submitter submits application to approver for review/approval after agreeing to the Terms and Conditions</li><li>• Approver submits application to Bank for review/disbursement after agreeing to the Terms and Conditions</li><li>• Save</li></ul> <p><b>*Note:</b> A member must use all AHP Homeownership Set-aside Program funds for approved purposes within six business days of member's receipt of funds</p>
<b>Step 9:</b> Post Funding Documents	<ul style="list-style-type: none"><li>• Submitter or approver attaches required post funding documents (highlighted in blue)</li><li>• Post funding documents are due within 20 business days of the AHP disbursement date</li><li>• Submitter or approver submits application to Bank for review/completion of the application</li></ul>