

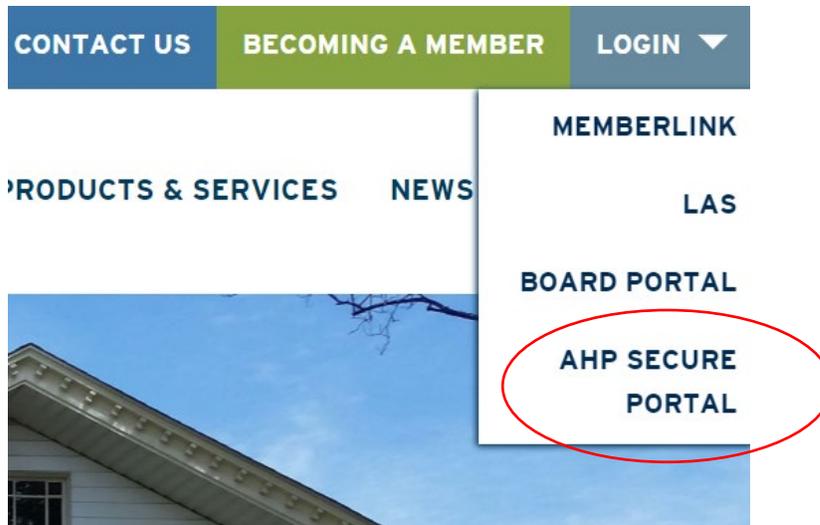


AHP Secure Portal Quick Start Guide

Gaining Access

After completing the Access Request Form and gaining approval, you will receive an email from autohelpdesk@fhlbi.com with your username for the system.

Navigate to fhlbi.com to find access to the AHP Secure Portal by clicking *AHP Secure Portal* under the Login menu.

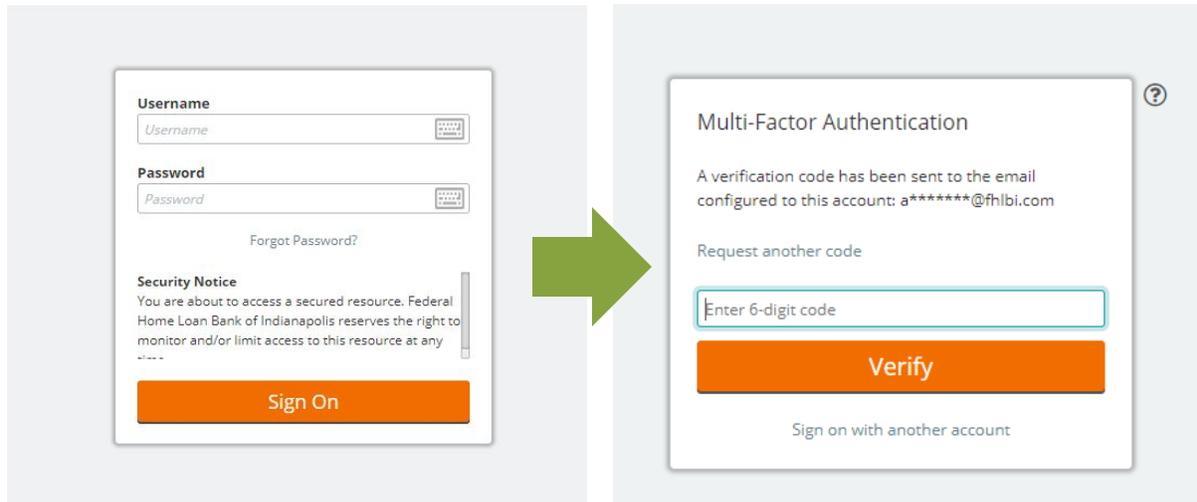


Note: the Movelt platform performs best in Google Chrome. Some users have reported issues with using Internet Explorer.

Before accessing the Movelt platform, you will need to reset your login credentials. Select the *Forgot Password?* button. Using the username provided to you, follow the password change prompts to create a password. Passwords must meet the following requirements:

1. Must not match, contain or resemble username
2. Must contain at least one letter and one number
3. Must not contain dictionary words
4. Must contain one uppercase and one lowercase letter

You will now be able to login.



Multi-Factor Authentication

In order to prevent unauthorized access to your account, you will have to confirm your identity with multi factor authentication upon each login. On your first login you may select if you want to use the Google Authenticator app, or you if you want the authentication code sent to your email address at each login. If using the Google Authenticator app, you will need to download the app on your phone and take a picture of the QR code on your fist login. After that, you will simply enter the number provided by the app after entering your username and password. If using email authentication, the access code will be sent to the email that is connected to your account after entering your username and password. Whichever option you choose, enter the access code at the prompt, and you will be able to start using the AHP Secure Portal.

Using the System

Once signed in, your screen will appear similar to the image below. Click “Folders” on the left hand side menu bar to access your AHP projects.



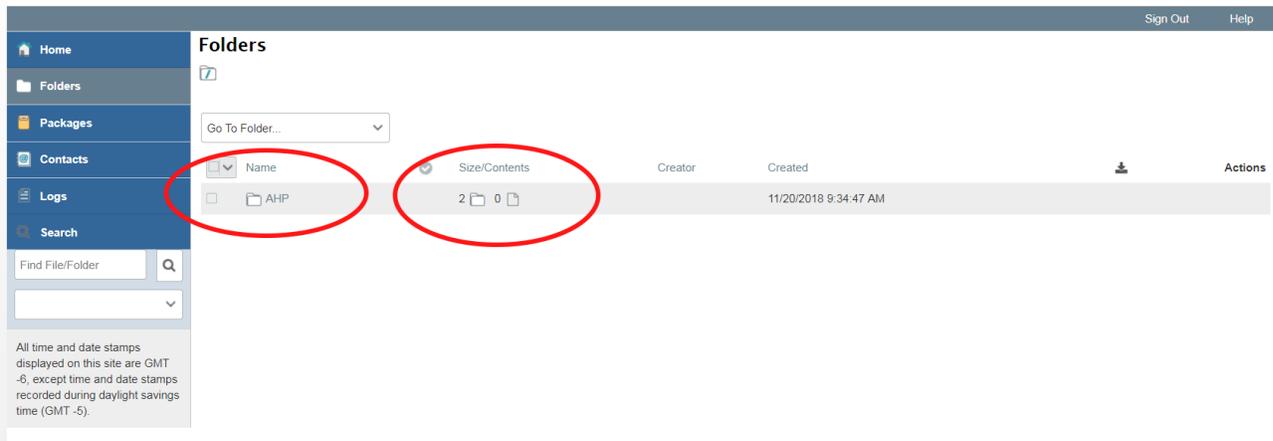
Home My Account Sign Out Help

Welcome to FHLBank Indianapolis's Secure Portal

Recent Downloads

Find File/Folder

All time and date stamps displayed on this site are GMT -6, except time and date stamps recorded during daylight savings time (GMT -5).



Home Sign Out Help

Folders

Go To Folder...

| Name | Size/Contents | Creator | Created | Actions |
|------|--------------------|---------|-----------------------|---------|
| AHP | 2 folders, 0 files | | 11/20/2018 9:34:47 AM | |

Find File/Folder

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Your screen will look similar to the screenshot above with a top-level folder named **AHP**. This will folder will house your AHP projects. The Size/Contents column shows how many folders/documents are within that folder.

Click on the **AHP** folder to access the **Getting Started** folder and **Year** folders. Projects will be listed under the year and round they were awarded by project number. Implementation Plans and year-specific information can be found in the correspondoing year folder.

skip repetitive navigation

My Account Sign Out Help

Home

Folders

Packages

Contacts

Logs

Search

Find File/Folder

Folders

🏠 > 📁 AHP

Go To Folder... Drop files to upload or use "Upload Files" dialog. Upload Files

| | Name | Size/Contents | Creator | Created | Actions |
|--------------------------|-------------------|---------------|---------|------------------------|---------|
| | ↑ Parent Folder | | | | |
| <input type="checkbox"/> | 📁 2018A | 2 📁 0 📄 | | 11/20/2018 3:45:03 PM | |
| <input type="checkbox"/> | 📁 Getting Started | | | 11/21/2018 10:07:18 AM | |

Selected File/Folder Actions:

Delete Send Download

Destination folder... Copy Move Advanced Copy/Move Options >>

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Signed onto Federal Home Loan Bank of Indianapolis as Sarah Beth Warycha (hbtl: sbwarycha)

Home

Folders

Logs

Search

Find File/Folder

Folders

🏠 > 📁 AHP > 📁 Example Year Shared with: 👤 2

Find: Drop files to upload. Upload Files

| | Name | Size/Contents | Shared with | Creator | Created |
|--------------------------|-----------------------|---------------|-------------|---------|----------------------|
| | ↑ Parent Folder | | | | |
| <input type="checkbox"/> | 📁 Example Project | 4 📁 0 📄 | 👤 2 | | 1/22/2019 1:33:18 PM |
| <input type="checkbox"/> | 📁 Reference Documents | 3 📄 | 👤 2 | | 4/9/2019 1:55:35 PM |

Selected File/Folder Actions:

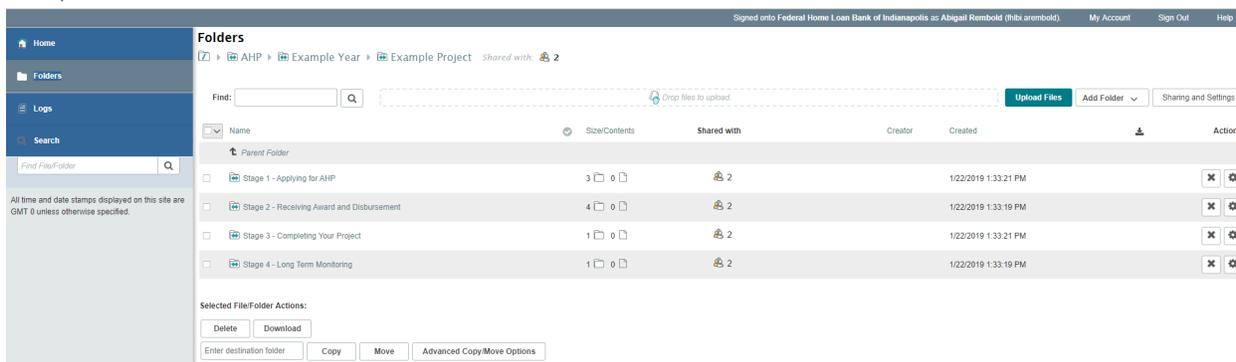
Delete Download

Enter destination folder Copy Move Advanced Copy/Move Options

Projects within the **Year** folder are organized by project number and name.

Under each project, there will be folders for the stages of the project as identified on the AHP website. Forms and documents needed for a process can be found in the stage-specific folder. This is also where files will be submitted.

skip repetitive navigation



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Home Folders Logs Search

Folders

Find:

| Name | Size/Contents | Shared with | Creator | Created | Actions |
|--|---------------|-------------|---------|----------------------|---|
| Parent Folder | | | | | |
| Stage 1 - Applying for AHP | 3 0 | 2 | | 1/22/2019 1:33:21 PM | <input type="checkbox"/> <input type="checkbox"/> |
| Stage 2 - Receiving Award and Disbursement | 4 0 | 2 | | 1/22/2019 1:33:19 PM | <input type="checkbox"/> <input type="checkbox"/> |
| Stage 3 - Completing Your Project | 1 0 | 2 | | 1/22/2019 1:33:21 PM | <input type="checkbox"/> <input type="checkbox"/> |
| Stage 4 - Long Term Monitoring | 1 0 | 2 | | 1/22/2019 1:33:19 PM | <input type="checkbox"/> <input type="checkbox"/> |

Selected File/Folder Actions:

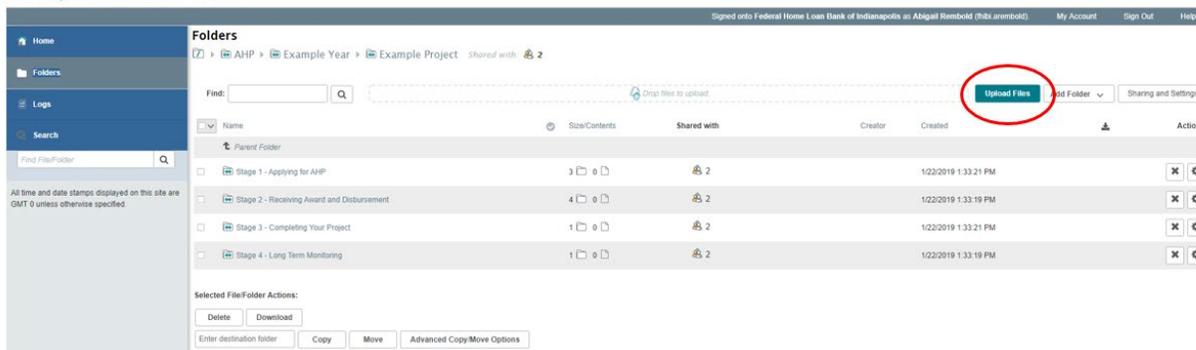
All time and date stamps displayed on this site are GMT 0 unless otherwise specified.

Document Upload and Transfer

Under each stage is a **Download**, **Working**, and **Submit** folder (shown on the next page).

- The **Download** folder is where you can find documents and forms from FHLBank that is needed for the process you have selected.
- The **Working** folder is where multiple parties such as the member and sponsor can share files before final submission. FHLBank will not save these files, however the contents of these folders will be automatically deleted every 60 days.
- The **Submit** folder is for the final submission. *Only the member has access to submit files*

skip repetitive navigation



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Home Folders Logs Search

Folders

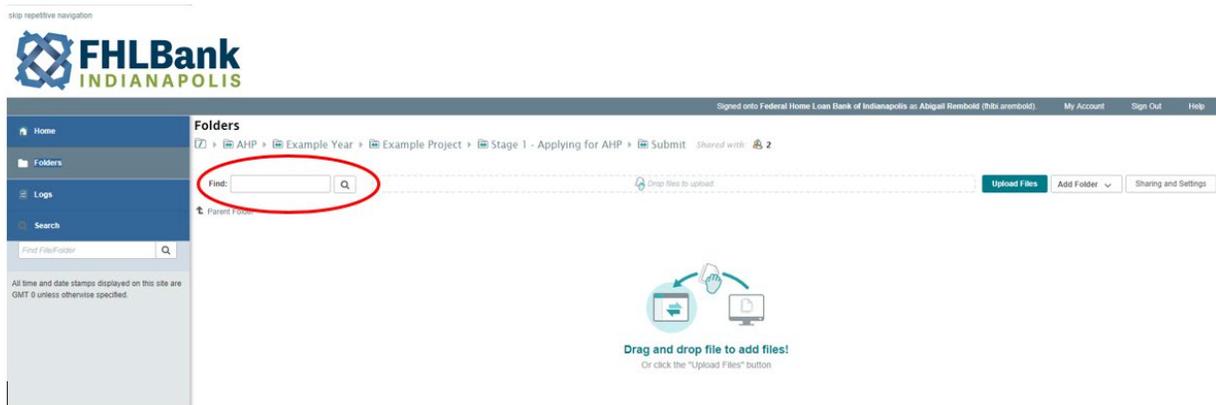
Find:

| Name | Size/Contents | Shared with | Creator | Created | Actions |
|--|---------------|-------------|---------|----------------------|---|
| Parent Folder | | | | | |
| Stage 1 - Applying for AHP | 3 0 | 2 | | 1/22/2019 1:33:21 PM | <input type="checkbox"/> <input type="checkbox"/> |
| Stage 2 - Receiving Award and Disbursement | 4 0 | 2 | | 1/22/2019 1:33:19 PM | <input type="checkbox"/> <input type="checkbox"/> |
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| Stage 4 - Long Term Monitoring | 1 0 | 2 | | 1/22/2019 1:33:19 PM | <input type="checkbox"/> <input type="checkbox"/> |

Selected File/Folder Actions:

All time and date stamps displayed on this site are GMT 0 unless otherwise specified.

To submit a file, click the blue “Upload Files” button in the top right corner to browse and upload a file. You can also drag and drop a file onto the screen.



Within each page, users can navigate using the file path (underlined in red in the image above). Users can click on any folder name in the file path to get directly to that folder. To search for a specific folder or document, users can type in the “Find” search bar the title or other key words of what they are looking for.

Each time a document is submitted through the AHP Secure Portal, an email notification will be sent to the submitter as verification their file was submitted. All files submitted are time stamped. All account users will receive an email notification when FHLBank Indianapolis has uploaded a new file in the “Download” folder.

Still need help?

For assistance with navigating or using the AHP Secure Portal, call 800-688-6697 or email ahpcompliance@fhlbi.com.

For assistance with logging into the system, please contact FHLBank Indianapolis Service Desk at 800-442-2568 Service_desk@fhlbi.com.