

DPP Online: Guide for Members 2017

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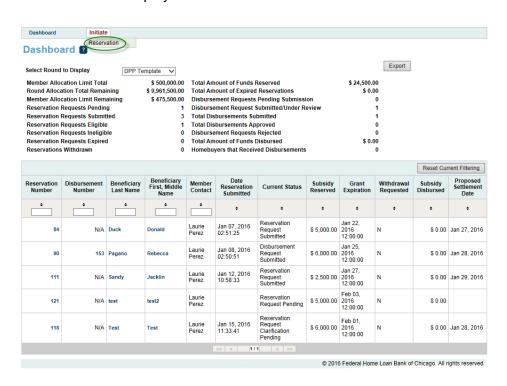
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INITIATE AND COMPLETE A RESERVATION

After successfully logging into eBanking, there will be a DPP Online Link. Once you click the link it will take you to the dashboard. Click in the **select round to display** and make sure the correct round that you want to reserve a grant for is populated.

Dashboard

Click **Initiate** on the top left hand corner, then click **Reservation** after it pops up. Make sure the correct round is displayed.



Initiate Reservation

- 1. Homebuyer Information: Enter/upload the following:
 - Grant amount (New in 2017 maximum is based on 3:1 match of the Home Buyer's net contribution – see Maximum Grant Amount examples below – DPP General Pool only)
 - Pledge Amount (New in 2017 minimum home buyer contribution based on the Grant amount automatically populates after entering the Grant amount – DPP General Pool only)
 - o Uses of funds
 - Beneficiary name(s) (Borrower and Co-borrower)
 - Upload the executed purchase contract

3:1 Match (Pledge Amount) Examples:

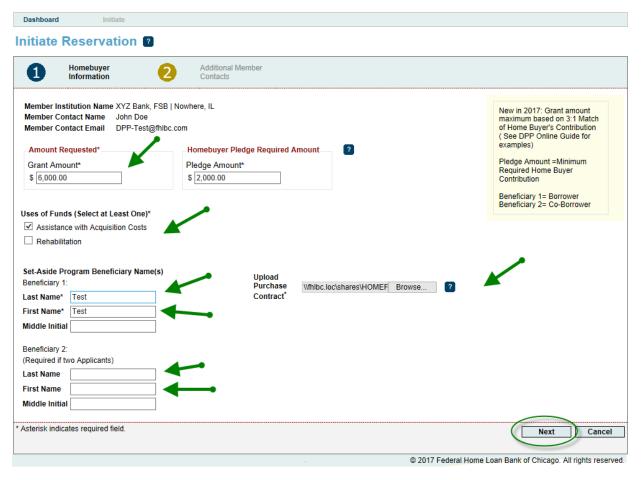
Homebuyer's Net Contribution	Maximum Grant Amount
\$1,000	\$3,000
\$1,500	\$4,500
\$2,000+	\$6,000

The table is an illustrative example and is not intended to suggest the grant is only awarded in three amounts. "Homebuyer's **ne**t contribution" is defined as the homebuyer's gross contribution minus any cash back at closing.

<u>Hint:</u> Once a grant amount is reserved, the reservation amount may only be decreased, not increased. Members may wish to reserve the full \$6,000 grant at the time of reservation, and adjust the grant amount down during the "Prepare To Close" step, if needed.

For <u>DPP Advantage</u> the maximum grant amount remains at \$6,000, no minimum contribution is required.

Click **Next** at bottom of screen:

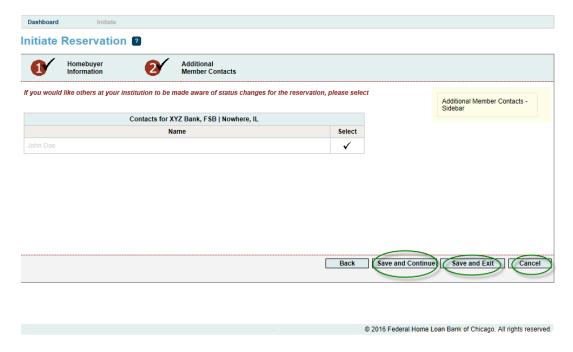


2. Additional Member Contacts:

- o If desired, enter any additional member contacts on the next screen.
 - Please note: The contacts selected may include those who will process the Prepare To Close and Post Closing steps.
- Click any one of the bottom buttons:

Save and Exit to initiate the reservation, but not complete it.

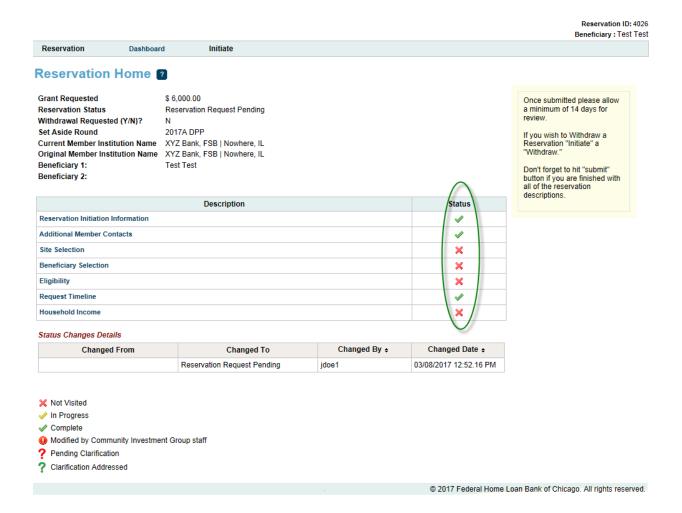
Save and Continue to complete the reservation if you have all the supporting documents and information. This will take you to Reservation Home. **Cancel** to cancel the reservation initiation.



Complete Reservation

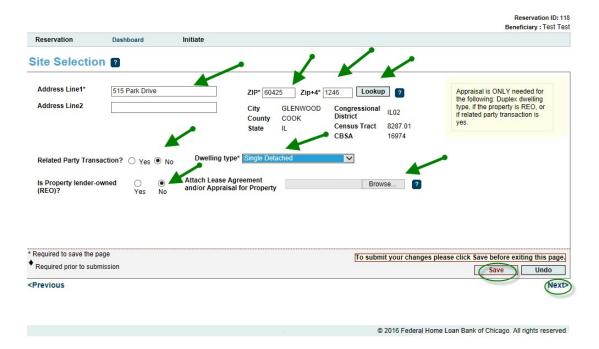
Reservation Home:

To continue, click on the description next to all of the red X's and fill out what is needed
in each screen. This will change the status to a green
You will need all green
to complete the reservation.



Site Selection:

- Fill out Address Line 1 (and 2), Zip and Zip + 4 fields, then click Lookup to populate the other fields.
- Then click Save, then Next.

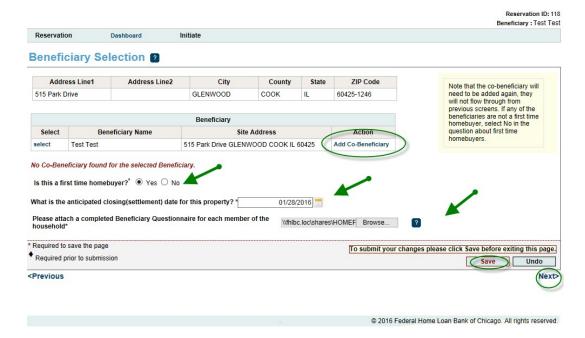


Note: Zip+4 must be provided. Refer to USPS.com if this information is unknown. Enter Zip +4, then **Click Lookup**. If the information does not pop up and gives an error message that this address is not found, contact Community Investment staff at dpp@fhlbc.com or call 312-565-5824, option 1.

*Please note that if there are multiple townships in the county you will have to pick the correct township.

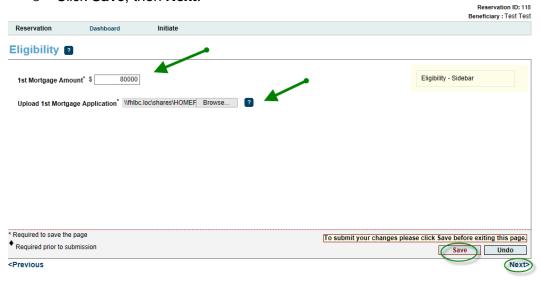
Beneficiary Selection:

- o Click Add Co-Beneficiary (Co-borrower), if applicable. Click Enter & Save.
- Answer the question about first time homebuyers.
- Enter the anticipated closing date.
- Upload the Beneficiary Questionnaire(s).
- o Click Save, then Next.



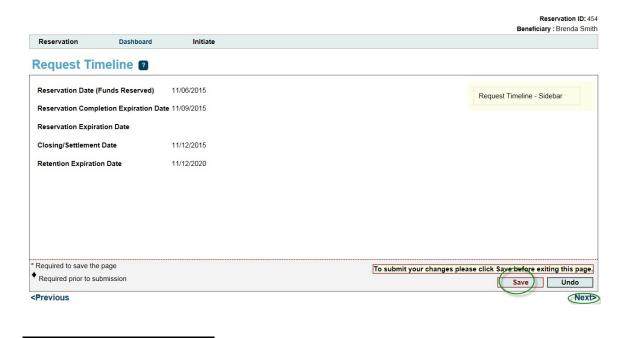
Eligibility:

- Enter the 1st Mortgage amount.
- Upload the 1st Mortgage application.
- Click Save, then Next.



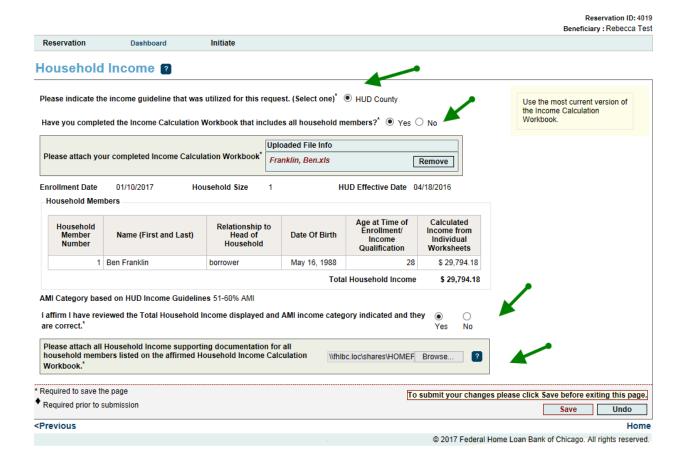
Request Timeline:

o Click **Save** to automatically generate timeline dates. Then click **Next**.



Household Income:

- Check HUD County and Yes.
- Upload the completed Income Calculation Workbook with all household members listed and click Save
- Review the income information displayed, then Click Yes to affirm it is correct.
- Upload <u>ALL</u> of the income supporting documentation for all of the household members 18 years and older in one file. Click **Save**, then **Home**.



Reservation Home

If all green appear, click **Submit** on the Reservation Home page. This completes your reservation: The reservation status will then change to "Reservation Request Submitted."

Reservation ID: 40 Beneficiary : Test Te

Reservation Dashboard Initiate Reservation Home 2 **Grant Requested** \$ 6,000.00 Once submitted please allow a minimum of 14 days for review. Reservation Status Reservation Request Pending Withdrawal Requested (Y/N)? 2017A DPP Set Aside Round If you wish to Withdraw a Current Member Institution Name XYZ Bank, FSB | Nowhere, IL Reservation "Initiate" a "Withdraw." Original Member Institution Name XYZ Bank, FSB | Nowhere, IL Beneficiary 1: Test Test Don't forget to hit "submit" Beneficiary 2: button if you are finished with all of the reservation descriptions.

Description	Status
Reservation Initiation Information	✓
Additional Member Contacts	4
Site Selection	✓
Beneficiary Selection	4
Eligibility	4
Request Timeline	✓
Household Income	✓

Status Changes Details

Changed From	Changed To	Changed By +	Changed Date +
	Reservation Request Pending	jdoe1	03/08/2017 12:52.16 PM

I certify that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution on whose behalf this reservation is being submitted, that all of the information included in this reservation application is true, complete, and accurate, and that appropriate steps were taken to ensure its accuracy. I further certify that I have informed the borrower(s) of all of the requirements that must be fulfilled for eligibility and that I understand all of the requirements that must be fulfilled in order for my institution to receive reimbursement for this reservation.



X Not Visited

In Progress

✓ Complete

Modified by Community Investment Group staff

? Pending Clarification

? Clarification Addressed

Dashboard

Initiate

Reservation Home ?

Grant Requested Reservation Status

Withdrawal Requested (Y/N)? Set Aside Round

Original Member Institution Name XYZ Bank, FSB | Nowhere, IL Beneficiary 1:

Beneficiary 2:

\$ 6,000.00 Reservation Request Submitted

2017A DPP

Current Member Institution Name XYZ Bank, FSB | Nowhere, IL Test Test

a minimum of 14 days for review. If you wish to Withdraw a Reservation "Initiate" a "Withdraw."

Don't forget to hit "submit" button if you are finished with all of the reservation descriptions.

Once submitted please allow

Description	Status
Reservation Initiation Information	✓
Additional Member Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Eligibility	✓
Request Timeline	✓
Household Income	✓

Status Changes Details

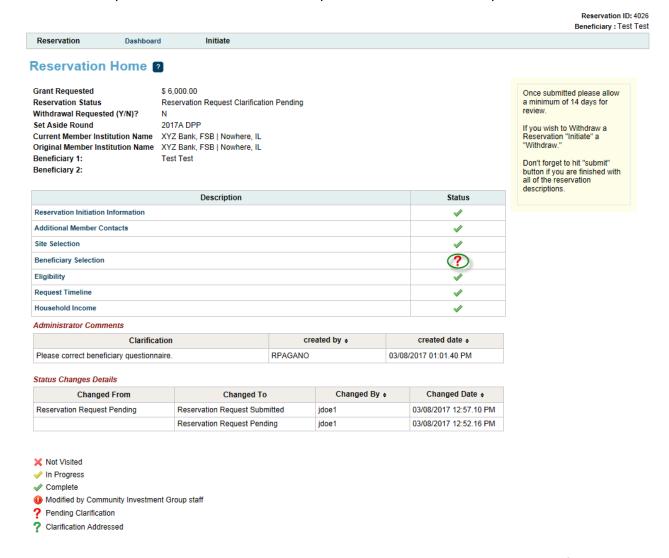
Changed From	Changed To	Changed By ¢	Changed Date +
Reservation Request Pending	Reservation Request Submitted	jdoe1	03/08/2017 12:57.10 PM
	Reservation Request Pending	jdoe1	03/08/2017 12:52.16 PM

- X Not Visited
- In Progress
- ✓ Complete
- Modified by Community Investment Group staff
- ? Pending Clarification
- ? Clarification Addressed

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Clarification Request for Reservation

- If FHLB Chicago has questions on the submitted reservation and/or needs additional information to complete a reservation review, they will initiate a reservation clarification request.
- Member contacts are notified of these requests by email. The status of the reservation changes from "Reservation Request Under Review" to "Reservation Request Clarification Pending".
- On the Reservation Home screen, you will see a ? in the Status column. Click on the Description section with the ? and respond to the clarification request.



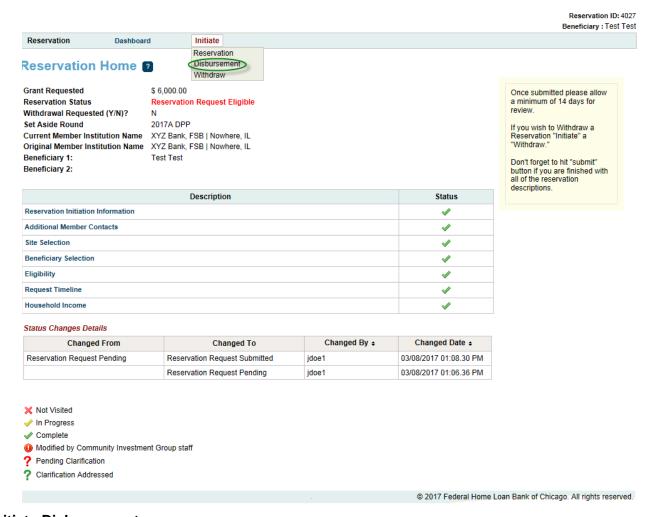
O After the corrections are made, resave the page. The Status will change to ✓. When there are all ✓ on the Reservation Home screen, you will see the **Submit** button. Click **Submit** to send the clarifications to FHLB Chicago for review. Once a clarification is submitted, no modifications to the clarification can be made. <u>Verify</u> that Reservation Status has changed from "Reservation Request Clarification Pending" to "Reservation Clarification Request Submitted".

INITIATE AND COMPLETE DISBURSEMENT REQUEST

Prepare to Close:

Disbursement Requests can only be submitted for households with a status of "Reservation Request Eligible". After successfully logging into DPP Online and clicking on the correct program dashboard, select the reservation number or participant last name from the **Dashboard** to go to the Reservation Home screen.

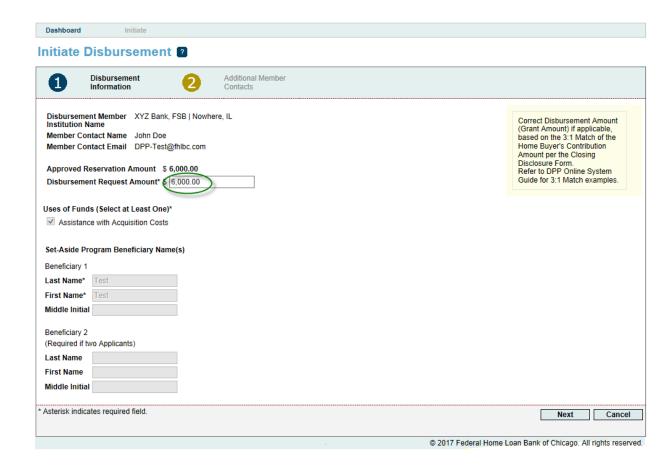
Hover over Initiate, located on the top left hand screen and click Disbursement.



Initiate Disbursement:

1. Disbursement Information

- Click on Disbursement Request Amount (Revise the amount, if needed.) Verify that
 the grant amount does not exceed the maximum based on the 3:1 match of the
 home buyer's net contribution. (See Maximum Grant Amount examples and
 Hint below.)
- Then click Next.



 Note that the Disbursement Request Amount(grant amount) should be the amount requested based on the homebuyer's **net** contribution based on the final closing disclosure. Please refer to the below table for guidelines.

3:1 Match (Pledge Amount):

Please reference the following table to understand what this looks like for your customers:

Homebuyer's Net Contribution	Maximum Grant Amount
\$1,000	\$3,000
\$1,500	\$4,500
\$2,000+	\$6,000

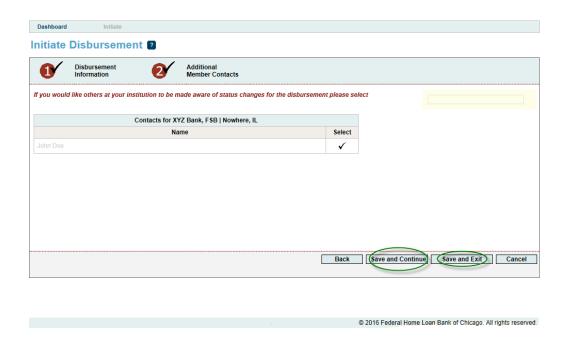
The table is an illustrative example and is not intended to suggest the grant is only awarded in three amounts. "Homebuyer's **ne**t contribution" is defined as the homebuyer's gross contribution minus any cash back at closing.

<u>Hint:</u> After the Closing Disclosure is finalized, you may determine that the reserved grant amount needs to be changed. You may reduce the grant amount in the Disbursement Request Amount field. Once a grant amount is reserved, the reservation/Disbursement Request amount may only be decreased, not increased.

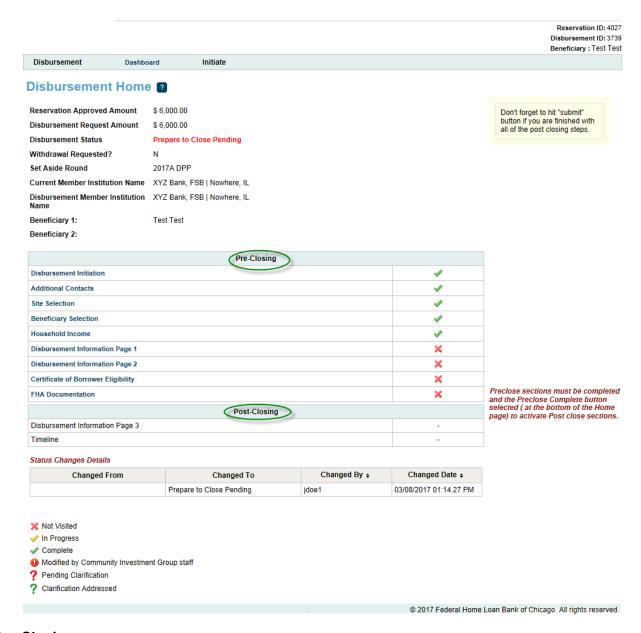
For **<u>DPP Advantage</u>** the maximum grant amount remains at \$6,000 and no minimum contribution is required.

2. Additional Contacts

 The next screen will have additional contacts that would need to be notified for a disbursement (this is optional and not required). Click on the contact and then either Save and Continue or Save and Exit.



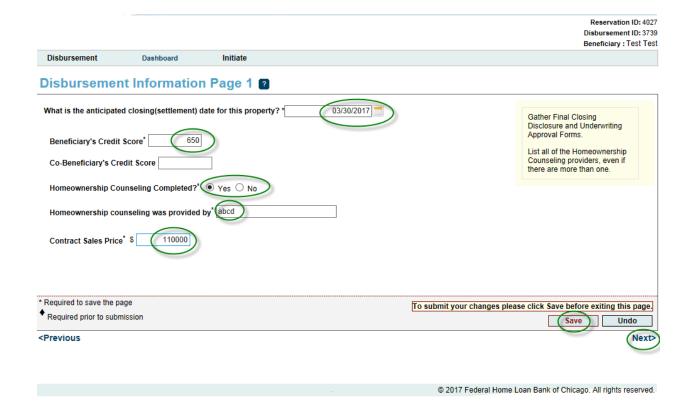
The disbursement status will change to "Prepare to Close Pending" on the **Disbursement Request Home** page. The screen will look like the one below and split into to two parts: PreClosing and Post-Closing.



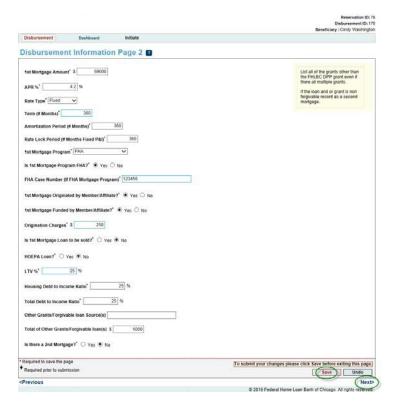
Pre-Closing:

Must be done before the actual closing. Click on all of the red X's and <u>fill out information</u> needed on each page. Click on Save and then Next when each page is finished.

Disbursement Information Page 1



Disbursement Information Page 2



*Please note that even if the DPP Online system automatically logs you out, a <u>Disbursement Number</u> was already created once you hit Save on the Contacts screen. When you log back in to DPP Online to finish the pre-closing steps, you will click on the Disbursement Number on the Dashboard to get to the Disbursement Home page. Then go to the page that has a red **x** to continue the process. (Please see below.)



	Reset Current Filtering											
Reservation Number	Disbursement Number	Beneficiary Last Name	Beneficiary First, Middle Name	Member Contact	Date Reservation Submitted	Current Status	Subsidy Reserved	Grant Expiration	Withdrawal Requested	Subsidy Disbursed	Proposed Settlement Date	Disbursement Date
+	+	+	+	÷	\$	+	\$	+	+	+	+	÷
4026	N/A	Test	Test	John Doe	Mar 08, 2017 12:57:10 PM	Reservation Request Eligible	\$ 6,000.00		N	\$ 0.00	Mar 31, 2017	
4027	3739	Test	Test	John Doe	Mar 08, 2017 01:08:30 PM	Prepare to Close Pending	\$ 6,000.00		N	\$ 0.00	Mar 30, 2017	
	«« « 1/1 » »»											

Disbursement

Dashboard

Initiate

Disbursement Home ?

Reservation Approved Amount \$ 6,000.00

Disbursement Request Amount \$ 6,000.00

Disbursement Status Prepare to Close Pending

Withdrawal Requested? N

Set Aside Round 2017A DPP

Current Member Institution Name XYZ Bank, FSB | Nowhere, IL Disbursement Member Institution XYZ Bank, FSB | Nowhere, IL Name

Beneficiary 1: Test Test

Beneficiary 2:



Don't forget to hit "submit" button if you are finished with all of the post closing steps.

Preclose sections must be completed and the Preclose Complete button selected (at the bottom of the Home page) to activate Post close sections.

Status Changes Details

Changed From	Changed To	Changed By +	Changed Date +
	Prepare to Close Pending	jdoe1	03/08/2017 01:14.27 PM

X Not Visited

In Progress

✓ Complete

Modified by Community Investment Group staff

? Pending Clarification

? Clarification Addressed

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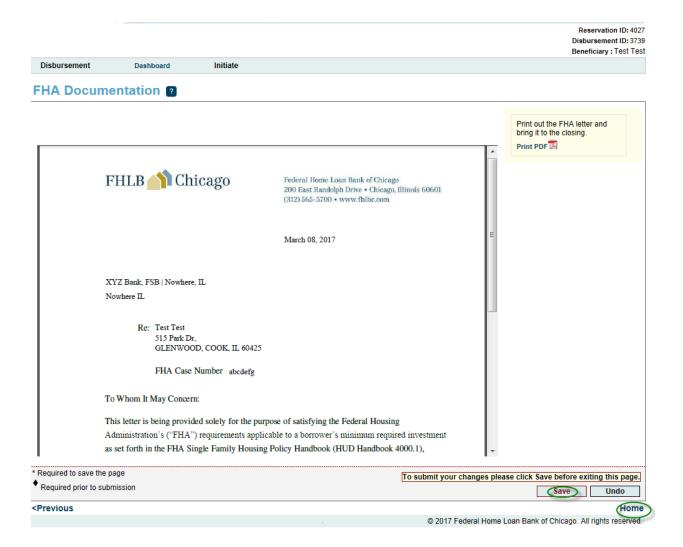
Certificate of Borrower Eligibility (CBE) and Disbursement Request Form

Click **Save** if everything is accurate and complete and then click **Next**. The CBE will need to be printed and brought to the closing to be signed by the borrower and member. To do so, click "Print PDF" in the box in the upper right margin.

Print out the CBE form and bring it to the closing to have every signed by the beneficiaries and lendor. Print PDF Print Out the CBE form and bring it to the closing to have every signed by the beneficiaries and lendor. Print PDF Print PDF Print P								Reservation ID: Disbursement ID: 3 Beneficiary : Test
Print out the CBE form and bring it to the closing to have signed by the beneficiaries and lender. Print PDF TS	sbursement Das	hboard	Initiate					
FILE Chicago Patra trans town board of Etags Certificate of Borrower Eligibility and Disbursement Request Form (Te be Sont to FIEC Along with other Documents at Post Chicago Berrefory Test to Test Chicago Test Chicago Wenter farm to FIEC Along with other Documents at Post Chicago Berrefory Test	rtificate of Borr	ower Eli	gibility ?					
Property Address Census Tract Borrower's Certification Homebuyer Counseling abod Beneficiary Transaction no Number of Household Members 1 I (ww) carrify to the Lender listed that the information is true and correct to the best of my knowledge. Beneficiary Signature Date Co-Beneficiary(s) Signature (s) Date Tiffy that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution through which the down payment stance grant was distributed. I further certify that: 1) the above information is true, complete, and accurate and that appropriate steps taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C. F.R. Part 1291); 3) homebuyer/owner counseling program was provided by, or based on one provided by, a recognized and experienced counseling included financial literacy and predatory lending education, and related costs are not covered by another ling source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do exceed reasonable market interest rates, points, fees, and any other charges for similar loans. To submit your changes please click Save before exitting this paying paired prior to submission	Member and Borrower Information Member Name Beneficiary	(To be S	Federal Home Losen Blank or Frower Eligibility and ent to FHLBC Along with other I	rவேறை Disbursement Request	Form		A	bring it to the closing to have signed by the beneficiaries and lender.
Borrower's Certification Homebuyer Counseling Related Party Transaction Number of Household Members I (we) certify to the Lender listed that the information is true and correct to the best of my knowledge. Beneficiary Signature Date Co-Beneficiary(s) Signature (s) Date Tify that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution through which the down payment stance grant was distributed. I further certify that: 1) the above information is true, complete, and accurate and that appropriate steps a taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) homebuyer/owner counseling program was provided by, or based on one provided by, a recognized and experienced counseling included financial literacy and predatory lending education, and related costs are not covered by another ling source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do exceed reasonable market interest rates, points, fees, and any other charges for similar loans. To submit your changes please click Save before exiting this payment of the page puired prior to submission		GLENWOOD, COOK,	IL 60425					
Homebuyer/Counseling Related Party Transaction Number of Household Members I (we) certify to the Lender listed that the information is true and correct to the best of my knowledge. Beneficiary Signature Date Co-Beneficiary(s) Signature (s) Date Titify that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution through which the down payment stance grant was distributed. I further certify that: 1) the above information is true, complete, and accurate and that appropriate steps taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) homebuyer/cowner counseling program was provided by, or based on one provided by, a recognized and experienced counseling sinication; 4) counseling included financial literacy and predatory lending education, and related costs are not covered by another ling source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do exceed reasonable market interest rates, points, fees, and any other charges for similar loans. To submit your changes please click Save before exiting this payment of the page puired prior to submission								
rtify that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution through which the down payment stance grant was distributed. I further certify that: 1) the above information is true, complete, and accurate and that appropriate steps taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) homebuyer/lowner counseling program was provided by, or based on one provided by, a recognized and experienced counseling anization; 4) counseling included financial literacy and predatory lending education, and related costs are not covered by another ling source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do exceed reasonable market interest rates, points, fees, and any other charges for similar loans. To submit your changes please click Save before exiting this payment of the page and provided by the charges of the mortgage loan do exceed the page and the page	Homebuyer Counseling Related Party Transaction Number of Household Members	no 1	nd correct to the best of my know	wledge.				
stance grant was distributed. I further certify that: 1) the above information is true, complete, and accurate and that appropriate steps taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) homebuyer/lowner counseling program was provided by, or based on one provided by, a recognized and experienced counseling anization; 4) counseling included financial literacy and predatory lending education, and related costs are not covered by another ling source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do exceed reasonable market interest rates, points, fees, and any other charges for similar loans. Lited to save the page Quired prior to submission	Beneficiary Signature		Date Co-	Beneficiary(s) Signature (s)		Date	1	
stance grant was distributed. I further certify that: 1) the above information is true, complete, and accurate and that appropriate steps taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) homebuyer/lowner counseling program was provided by, or based on one provided by, a recognized and experienced counseling anization; 4) counseling included financial literacy and predatory lending education, and related costs are not covered by another ling source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do exceed reasonable market interest rates, points, fees, and any other charges for similar loans. Lited to save the page Quired prior to submission							+	
quired prior to submission Save Undo	sistance grant was distributed re taken to ensure its accurace homebuyer/owner counseling panization; 4) counseling incluiding source, including my insi	. I further certify by; 2) this house g program was ded financial lit titution, and 5)	that: 1) the above in hold meets the eligib provided by, or based eracy and predatory le he associated interes	formation is true, comp ility requirements of the don one provided by, a ending education, and trate, points, fees, and	lete, and accurate e AHP Regulations a recognized and ex related costs are not any other charges	and that appropri (12 C.F.R. Part 1 (perienced couns of covered by and	ate steps 291); 3) eling other	
Save	quired to save the page					To submit your	changes pleas	se click Save before exiting this pa
rious	quired prior to submission							Save Undo
	evious							Ne

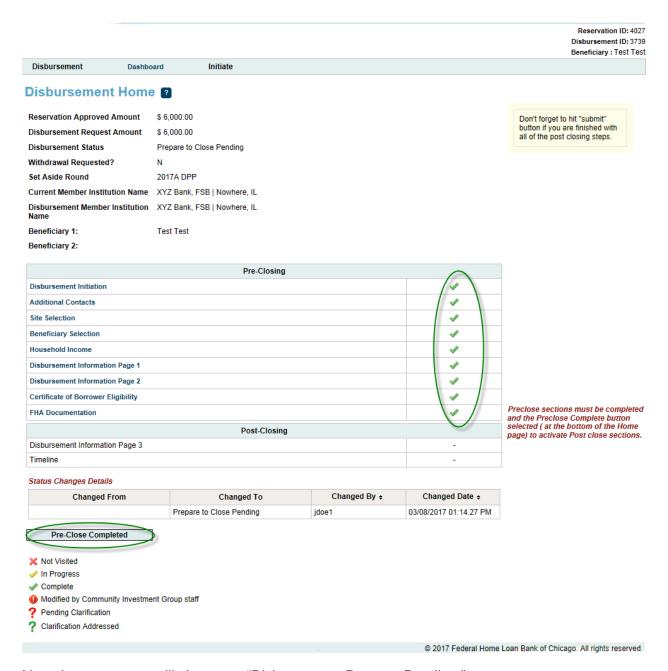
FHA Documentation

If the 1st mortgage is reported as FHA-insured, the DPP Online system requires that this letter is generated. However, HUD may only require this letter if DPP funds are used to fund the borrower's Minimum Required Investment (MRI). If this letter is needed, you may print it out (click "Print PDF" in the box in the upper right margin) and retain in the loan file at closing. It will look like the screenshot below. **Click Save**, then **Home**.



Disbursement Request Home

After all of the Pre-Closing steps and pages are filled out and all have , click on **Pre-Close Completed** at bottom of the page.



Note the status now will change to "Disbursement Request Pending."

After the closing, the Post-Closing pages will need to be filled out and completed.

Don't forget to hit "submit" button if you are finished with all of the post closing steps.

Disbursement

Dashboard

Initiate

Disbursement Home ?

Reservation Approved Amount \$ 6,000.00 Disbursement Request Amount \$ 6,000.00

Disbursement Status Disbursement Request Pending

Withdrawal Requested?

Set Aside Round 2017A DPP

Current Member Institution Name XYZ Bank, FSB | Nowhere, IL
Disbursement Member Institution XYZ Bank, FSB | Nowhere, IL

Beneficiary 1:

Test Test

Beneficiary 2:

Pre-Closing	
Disbursement Initiation	✓
Additional Contacts	✓
Site Selection	✓
Beneficiary Selection	✓
Household Income	✓
Disbursement Information Page 1	✓
Disbursement Information Page 2	✓
Certificate of Borrower Eligibility	✓
FHA Documentation	✓
Post-Closing	_
Disbursement Information Page 3	×
Timeline	(~)

Status Changes Details

Changed From	Changed To	Changed By \$	Changed Date +
Prepare to Close Pending	Disbursement Request Pending	jdoe1	03/08/2017 01:33.00 PM
	Prepare to Close Pending	jdoe1	03/08/2017 01:14.27 PM

X Not Visited

In Progress

Complete

Modified by Community Investment Group staff

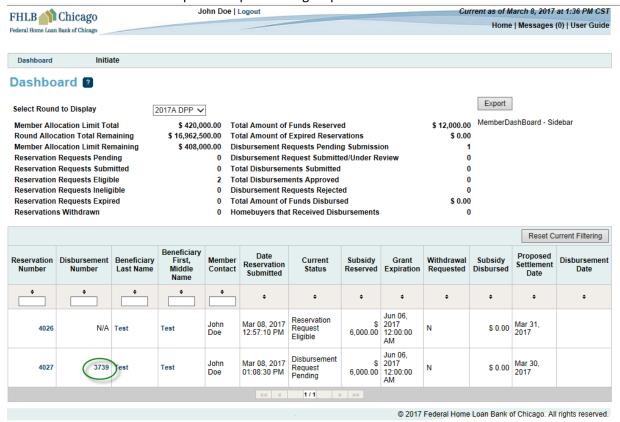
? Pending Clarification

? Clarification Addressed

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Post-Closing:

After successfully clicking on the DPP Online link through eBanking, click on the desired program through the "select round to display" drop down box. This will bring you to your **dashboard**. Click on the disbursement number to complete the post closing step.



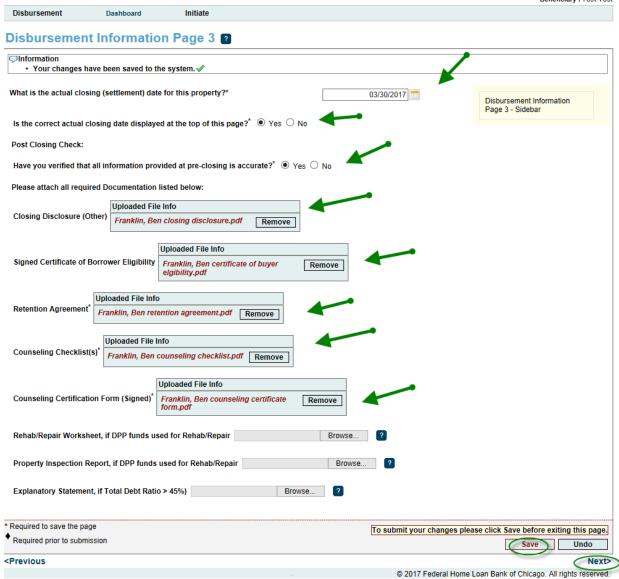
Disbursement Information Page 3

Respond to the questions and upload the following documents:

- Closing Disclosure
- Signed Certificate of Borrower Eligibility
- Retention Agreement
- Counseling Checklist
- Counseling Certification Form (Signed)
- Rehab/Repair Worksheet (if applicable)
- Property Inspection Report (if applicable)
- Explanatory Statement if Total Debt Ratio > 45% (if applicable)

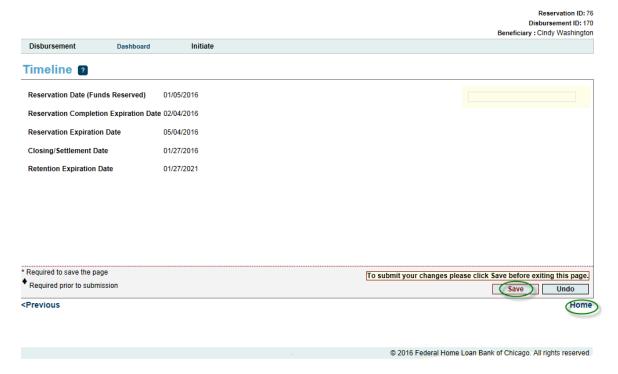
Click **Save** and **Next** after all the applicable documents have been uploaded. The system will not save partial uploads.

Reservation ID: 4027 Disbursement ID: 3739 Beneficiary: Test Test



Timeline

Click Save and Home.



Disbursement Request Home

After all of the Pre-Closing and Post-Closing pages have then click **Submit** on the **Disbursement Request Home Screen**.

Disbursement

Dashboard

Initiate

Disbursement Home ?

Reservation Approved Amount \$ 6,000.00 Disbursement Request Amount \$ 6,000.00

Disbursement Status Disbursement Request Pending

Withdrawal Requested? N

Set Aside Round 2017A DPP

Current Member Institution Name XYZ Bank, FSB | Nowhere, IL

Disbursement Member Institution XYZ Bank, FSB | Nowhere, IL

Beneficiary 1: Test Test

Beneficiary 2:

Don't forget to hit "submit" button if you are finished with all of the post closing steps.

Λ
/
✓
✓
✓
✓
✓
✓
✓
✓
\

Status Changes Details

Changed From	Changed To	Changed By \$	Changed Date +
Prepare to Close Pending	Disbursement Request Pending	jdoe1	03/08/2017 01:33.00 PM
	Prepare to Close Pending	idoe1	03/08/2017 01:14.27 PM

I certify that I am an authorized agent of the Federal Home Loan Bank of Chicago member institution on whose behalf this disbursement request is being submitted. I further certify that: 1) all of the information included in this disbursement request is true, complete, and accurate and that appropriate steps were taken to ensure its accuracy; 2) this household meets the eligibility requirements of the AHP Regulations (12 C.F.R. Part 1291); 3) the homebuyer/owner counseling program was provided by, or based on one provided by, a recognized and experienced counseling organization; 4) counseling included financial literacy and predatory lending education, and related costs are not covered by another funding source, including my institution, and 5) the associated interest rate, points, fees, and any other charges of the mortgage loan do not exceed reasonable market interest rates, points, fees, and any other charges for similar loans.

Submit

X Not Visited

In Progress

Complete

Modified by Community Investment Group staff

? Pending Clarification

? Clarification Addressed

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*Note that the Disbursement status will now change to "Disbursement Request Submitted."

Clarification Request for Disbursement:

- If FHLB Chicago has questions on the submitted disbursement and/or additional information is needed to complete a disbursement request, a clarification request will be initiated by FHLB Chicago.
- A member contact is notified of these requests by email, and the status of the disbursement request changes from "Disbursement Request Under Review" to "Disbursement Request Clarification Pending."
- On the Disbursement Request Home screen, you will see a ? in the Status column.
 Click on the Description section with the ? and respond to the clarification request.
- After the corrections are made, resave the page. The Status will change to

When there are all on the Reservation Home screen, you will see the Submit button. Click Submit to send the clarifications to FHLB Chicago for review. Once a clarification is submitted, no modifications to the clarification can be made. Verify that Reservation Status has changed from "Reservation Request Clarification Pending" to "Reservation Clarification Request Submitted".

Don't forget to hit "submit" button if you are finished with

all of the post closing steps.

Disbursement

Dashboard

Initiate

Disbursement Home ?

Reservation Approved Amount \$ 6,000.00

Disbursement Request Amount \$ 6,000.00

Disbursement Status Disbursement Request Clarification Pending

Withdrawal Requested?

Set Aside Round 2017A DPP

Current Member Institution Name XYZ Bank, FSB | Nowhere, IL

Disbursement Member Institution XYZ Bank, FSB | Nowhere, IL

Beneficiary 1: Test Test

Beneficiary 2:

K, FSB | Nownere, IL

Pre-Closing			
Disbursement Initiation	✓		
Additional Contacts	✓		
Site Selection	✓		
Beneficiary Selection	✓		
Household Income	4		
Disbursement Information Page 1	✓		
Disbursement Information Page 2	?		
Certificate of Borrower Eligibility	y		
FHA Documentation	✓		
Post-Closing Post-Closing			
Disbursement Information Page 3	✓		
Timeline	√		

Administrator Comments

Clarification	created by ¢	created date +
Please correct the APR.	RPAGANO	03/08/2017 01:51.53 PM

Status Changes Details

Changed From	Changed To	Changed By +	Changed Date +
Disbursement Request Pending	Disbursement Request Submitted	jdoe1	03/08/2017 01:43.12 PM
Prepare to Close Pending	Disbursement Request Pending	jdoe1	03/08/2017 01:33.00 PM
	Prepare to Close Pending	jdoe1	03/08/2017 01:14.27 PM

X Not Visited

In Progress

Complete

Modified by Community Investment Group staff

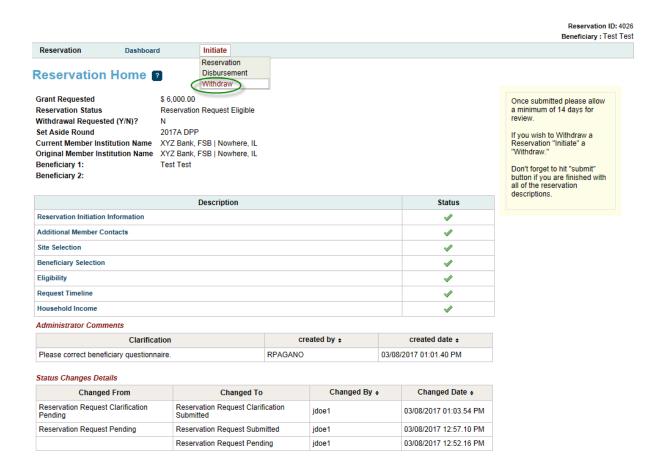
? Pending Clarification

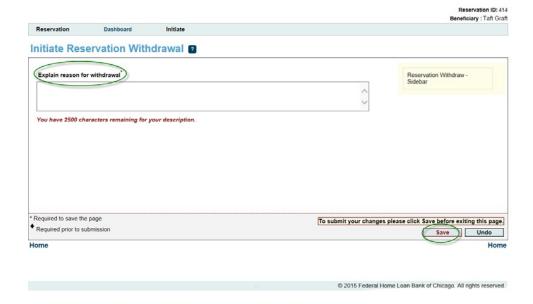
? Clarification Addressed

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SUBMIT PARTICIPANT WITHDRAW REQUEST

- o If a reservation request needs to be withdrawn, a Withdraw Request can be submitted.
- o After successfully logging onto DPP Online select the reservation number or participant last name to enter the Reservation Home Screen.
- Hover over Initiate located in the top left of the screen and click Withdraw. Complete
 the Initiate Reservation Withdraw screen by providing a short narrative on the reason for
 the withdrawal. Click Save and no further action is required.
- This action with notify FHLB Chicago that a Withdraw Request has been initiated.





APPENDIX A. RESERVATION AND DISBURSEMENT STATUS DESCRIPTIONS

Reservation Request Pending – A reservation request has been initiated, but not yet submitted. You may begin and save progress on the reservation request and return to complete the work at a later time/date.

Reservation Request Submitted – Reservation has been submitted and is now available for FHLB Chicago to review and approve. You are no longer able to edit the reservation request.

Reservation Request Under Review – Request is under review by FHLB Chicago.

Reservation Request Clarification Pending – Reservation has a clarification request outstanding. You can only edit the pages where FHLB Chicago has indicated clarification is needed.

Reservation Request Clarification Submitted – Clarification has been submitted, returning the reservation request to FHLB Chicago. You cannot edit the clarification once submitted.

Reservation Request Ineligible – The request has been reviewed, and FHLB Chicago has determined the participant is <u>not</u> eligible for a reservation.

Reservation Request Eligible – The request has been reviewed, and FHLB Chicago has determined the participant is eligible for a reservation.

Disbursement Request Pending – A disbursement request has been initiated, but not yet submitted. You may begin and save progress on the disbursement request and return to complete the work at a later time/date.

Disbursement Request Submitted – The request has been submitted and is now available for FHLB Chicago to review and approve. You are no longer able to edit the disbursement request.

Disbursement Request Under Review – Request is under review by FHLB Chicago.

Disbursement Request Clarification Pending – Request has a clarification request outstanding.

Disbursement Request Clarification Submitted – The clarification request has been submitted to FHLB Chicago.

Disbursement Request Rejected – The request has been reviewed by FHLB Chicago and been determined <u>not</u> eligible for reimbursement.

Disbursement Request Approved – The request has been reviewed by FHLB Chicago and been determined an eligible disbursement. Funds will be deposited into the member's FHLB Chicago Demand Deposit Account.

Withdraw Request Submitted – A request has been submitted to FHLB Chicago to withdraw the application.

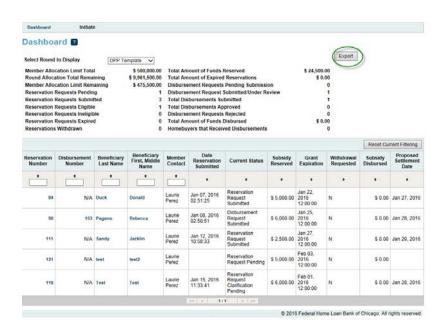
Withdrawn – FHLB Chicago has approved withdrawal request.

Expired – The length of time for grant reservation has passed. Reservations in this status are no longer eligible for reimbursement.

APPENDIX B. DASHBOARD AND NAVIGATION TIPS

Dashboard Functions:

 Export: Round information can be exported into Excel (The button to export dashboard information will be in the upper right corner. See below:



- Sort Function: When clicking on the arrows going up or down in each column, the column will sort in numeric or alphabetical order. Clicking a second time will put them in the reverse numeric or alphabetical order.
- Selecting Records: Clicking on Reservation Number, Disbursement Number, Beneficiary Last Name, or Beneficiary First, Middle Name will open the record.
- Viewing All Beneficiaries Records: Only 10 records display per page on the dashboard. Use the "next" navigation links below the record table to move to other record screens or use the sort function.

Reservation or Disbursement Pages:

Select "**Home**" from the Reservation or Disbursement drop-down boxes to return to the Reservation or Disbursement Home page.