GETTING STARTED

As an administrator, you have received a username for your Administration account. The Administration site is integrated with the Members Only site at https://membersonly.fhlbtopeka.com. When you first log in, you will be asked to change 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. To create a user account, follow the instructions starting on page 7. 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 deleting old user accounts and unlocking user accounts that have become disabled.

QUESTIONS?
Please contact:
Kellee Tinsley  |  Membership Coordinator
Melissa Herrin  |  Operations & Compliance Analyst
Product Administration Department
Phone: 800.809.2733
Email: FHLB_ProdAdmin@fhlbtopeka.com
SECTION 1: Administrator Instructions
NEW ADMINISTRATOR EMAIL

As an administrator, you will receive the email like the one below directing you to visit Members Only to create a password for your initial visit.

CHANGE YOUR PASSWORD
UPDATE YOUR INFORMATION

On this screen, you have the opportunity to update your email address.

MEMBERS ONLY WELCOME PAGE

The Members Only Welcome page is the starting point for all functions on the site.
ADMINISTRATION PAGE

From this page, you can choose to create, update or delete accounts.
ADD A USER

Having clicked on the “Add User” button on the Administration home page, you are now at the page where you must designate a username and email for the account you are about to create. 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.

From this page, you'll also assign roles that will grant users additional access to account specific sections. **QCD Roles** - Any user can be assigned to the QCD Data Entry role. Only stockholders that are authorized to sign for advances can become a QCD Approver. Next, choose one or more DDAs from your institution's list of available DDAs.
ACCOUNT CREATION CONFIRMATION SCREEN

The administrator has named the account fhlbt. Now the user will receive an email confirmation of the account's creation asking them to visit Members Only to complete the setup of their account.

NEW USER EMAIL CONFIRMATION

The user will receive the email below with a link to Members Only where they can create a password. The new user will complete the same steps the administrator encountered on pages 4 and 5 before gaining access to Members Only.
VIEW USER ACCOUNT PROPERTIES

To change current settings for a user, click on the "View/Edit" link on the Administration page.

![User Account Management Page](image)

<table>
<thead>
<tr>
<th>Username</th>
<th>Email</th>
<th>Roles Assigned</th>
<th>Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample 1</td>
<td><a href="mailto:name@fhltopeka.com">name@fhltopeka.com</a></td>
<td>Accounting Reports, Lending Reports, LOC Paydowns, QCD Data Entry, Wire Transfer Reports</td>
<td></td>
</tr>
<tr>
<td>Sample 2</td>
<td><a href="mailto:name@fhltopeka.com">name@fhltopeka.com</a></td>
<td>Accounting Reports, Lending Reports, LOC Paydowns, QCD Data Entry, Wire Transfer Reports</td>
<td></td>
</tr>
<tr>
<td>Sample 3</td>
<td><a href="mailto:name@fhltopeka.com">name@fhltopeka.com</a></td>
<td>Admin</td>
<td></td>
</tr>
<tr>
<td>Sample 4</td>
<td><a href="mailto:name@fhltopeka.com">name@fhltopeka.com</a></td>
<td>Accounting Reports, Lending Reports, LOC Paydowns, QCD Approver, Wire Transfer Reports</td>
<td></td>
</tr>
<tr>
<td>Sample 5</td>
<td><a href="mailto:name@fhltopeka.com">name@fhltopeka.com</a></td>
<td>LOC Paydowns, QCD Data Entry, Wire Transfer Reports</td>
<td></td>
</tr>
</tbody>
</table>
**VIEW/EDIT PROPERTIES FOR USER**

In addition to changing the role and DDA settings you assigned previously, you can reset or disable a user’s account and password using the checkboxes circled below.

**QCD Roles** - Any user can be assigned to the QCD Data Entry role. Only stockholders that are authorized to sign for advances can become a QCD Approver. All Members Only administrators are assigned to the QCD Data Entry role. If you are authorized to sign for advances, you may also assign yourself to the QCD Approver role.
ACCOUNT PROPERTIES CHANGE CONFIRMATION

This page confirms that the system accepted the changes you made to the user's account. It also generates a message to the user directing them to Members Only to reactivate their account.

SUCCESSFULLY UPDATED USER

To view account properties go to User Account Management.

[Return to User Account Management]
SECTION 2:
Members Only
Usage Instructions
MEMBERS ONLY LOGIN PAGE

www.fhlbtopeka.com, click on Member Login
(https://membersonly.fhlbtopeka.com)

After your initial visit to set up your account, this is the page where you and all users from your organization will enter Members Only. Enter the User Name and Password you've created previously to enter the site.
MEMBERS ONLY WELCOME PAGE

This page displays a list of the information available on the Members Only site. Important messages about the status of your institution’s reports may appear from time to time on this page.

If you have questions about Members Only, please contact Kellee Tinsley at 800.609.2733.
COLLATERAL

This page provides you with all of the information you’ll need related to pledging and releasing collateral.

Qualifying Collateral Determination (QCD) Form - Online and printed QCD forms are available. Please refer to page 7 to add a new user to one of the QCD roles or page 10 to modify an existing user to give them QCD access. See next page for detailed instructions on how to use the online QCD form.

Search Prior Period QCD Forms - You can find history through the previous four quarters here.

Schedule of Eligible Collateral - Download a copy of FHLBank Topeka’s collateral guidelines and schedule of eligible collateral. Two versions are available -- one for banks, thrifts and credit unions and a second for insurance companies.

Forms - You can find the Collateral Activity Report, Collateral Loan Listing templates, Loan Release Request Form, Exception Clearing Report, Participation Acknowledgement of Custody and Participation Security Agreement here.
ONLINE QCD

This page gives you instructions about completing the online QCD form. For best results, set your screen resolution to 1280X1024 before clicking on the "Online Entry Form" link to begin the online QCD process.

COMPLETING THE ONLINE FORM

The online form will quickly and easily guide you through the process. Help is provided throughout the document by clicking on the blue question marks at the right of each row.

1. The individual designated as your institution’s QCD Data Entry contact will complete the form.
2. An individual authorized to sign for advances will be designated as a QCD Approver and will be responsible for approving the form.

The QCD Approver will receive an e-mail once the form has been completed by the QCD Data Entry contact. The QCD Data Entry contact then will receive an e-mail once the form has been approved. Once approved, the information is forwarded to FHLBank generating a confirmation number by e-mail to the QCD Approver contact.

If you have questions about the contact set up process, contact your Members Only administrator or FHLBank’s Lending department at 800 809 2733.

Online Entry Form
Status: Completed

Online Entry Form
Status: Completed
The five tabs of the online QCD form walk you through the process of submitting your form online. You can navigate to the different sections by selecting the tabs at the top of the page or clicking on the Previous and Next buttons at the bottom of each page. The Save button allows you to save your data so you can access and complete it later. Note: The application will time out after 20 minutes of inactivity. Please save often to avoid losing your work. For helpful guidelines on each line, click on the question mark at the right.

### I. Conventional mortgages on one-to-four family residential real property

<table>
<thead>
<tr>
<th>Unrestricted Collateral Description</th>
<th>Case-by-Case Number</th>
<th>Collateral Type Code</th>
<th>Number of Loans</th>
<th>Unpaid Principal</th>
<th>Guaranteed Portion</th>
<th>Lending Percentage</th>
<th>Lending Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amortizing mortgages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest only mortgages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FHA-insured mortgages on one-to-four family residential real property, not more than 90 days delinquent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FHA-insured mortgages on one-to-four family residential real property, more than 90 days delinquent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VA-Guaranteed mortgages on one-to-four family residential real property, not more than 90 days delinquent</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>VA-Guaranteed mortgages on one-to-four family residential real property, more than 90 days delinquent</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse loans</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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<tr>
<td>Other</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### II. Mortgages on Multifamily residential real property

<table>
<thead>
<tr>
<th>Unrestricted Collateral Description</th>
<th>Case-by-Case Number</th>
<th>Collateral Type Code</th>
<th>Number of Loans</th>
<th>Unpaid Principal</th>
<th>Guaranteed Portion</th>
<th>Lending Percentage</th>
<th>Lending Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgages on multifamily residential real property</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### III. Guaranteed portion of other loans backed by the full faith and credit of the United States Government

<table>
<thead>
<tr>
<th>Unrestricted Collateral Description</th>
<th>Case-by-Case Number</th>
<th>Collateral Type Code</th>
<th>Number of Loans</th>
<th>Unpaid Principal</th>
<th>Guaranteed Portion</th>
<th>Lending Percentage</th>
<th>Lending Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA Guaranteed Interest Certificates (loans entered here must be pre-approved by PhilBank)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSA Farm Service Agency (loans entered here must be pre-approved by PhilBank)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RATES

This page provides you with FHLBank rates information, including:

Current Advance Rates - You can find adjustable/convertible and fixed rate advances in this section. (updated throughout the day)

Forward Settling Advance Commitment Rates - These rate indications are updated weekly for a variety of terms on the FSA commitment.

Daily Investment Rates - See FHLBank Topeka certificate of deposit rates and Treasury bill auction rates in this section. (updated daily)

Historical Rates - You can find historical advance, DDA/OND and dividend rates under the section.

Index Rates - Links to the national average contract mortgage rates, Federal Reserve interest rates and Tenth District cost of funds are provided here.

Monthly Rate Sheet - The first week of the month, the previous month’s rate sheet is posted to this page. An archive of the previous two years’ monthly rate sheets is also maintained here.

Special Offerings - From time to time, FHLBank offers special advance offers. Members are notified by email and an announcement is posted on the front page of the website and on Members Only.
TRANSACTIONS

This page features a link to the Overnight Deposits and Line of Credit Paydown forms.

TRANSACTIONS - OND ENTRY FORM

Follow the instructions to enter your Overnight Deposit transaction request. Before pressing Submit, please verify that your ending OND balance is reflective of the transfer. The online form is only available from 8 a.m. to 4 p.m. CT. Once you've completed the transaction, you'll see a confirmation page. Please keep this page with the transaction ID# for your records.

**INSTRUCTIONS**

1. Complete the fields below.

2. Upon submitting your request, you will receive a transaction ID number and message indicating that your transaction was successfully processed. Transaction requests may only be submitted between 8:00 a.m. and 4:00 p.m. CT.

3. If you have any questions regarding your transaction request, please contact the Lending department at 800.609.2733.

**ENTRY FORM**

- Required fields are in bold.

**Required fields:**
- Cost ID #:
- OND Acct #:
- Customer Name:
- Transaction Date:
- First Name:
- Last Name:
- Transaction Type:
- Transaction Amount:
- Starting Balance:
- Ending Balance:
- Available Balance:
- Pledged:

**Example:**
- Cost ID #: 1111
- OND Acct #: 1111555
- Customer Name: ABC Bank
- Transaction Date: 5/27/2011
- Transaction Type: Transfer from Demand Deposit Account to Overnight Deposit Account
- Transaction Amount: $0 (Amount must be in multiples of $100,000)
- Starting Balance: $0.00
- Ending Balance: $0.00
- Available Balance: $0.00
- Pledged: $0.00
TRANSACTIONS - LOC PAYDOWNS

Follow the instructions on this page to enter your Line of Credit Paydown request. Before pressing Submit, please verify that your ending balance is reflective of the paydown. The LOC Paydown Form is only available between 8 a.m. and 4 p.m. CT.

Once your submission goes through, you will come to a confirmation screen. We encourage you to hold on to your transaction ID# in case you need to discuss your transaction with Lending in the future.

Instructions

1. Complete the fields below. Please use the tab or enter key to navigate between fields.

2. Upon submitting your request, you will receive a transaction ID number and message indicating that your transaction was successfully processed. Transaction requests may only be submitted between 8:00 a.m. and 4:00 p.m. CT.

3. If you have any questions regarding your transaction request, please contact the Member Services department at 800.809.2739.

Entry Form

*Required fields are in bold.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer ID #</td>
<td>1111</td>
</tr>
<tr>
<td>Customer Name</td>
<td>ABC Bank</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>1/06/2008</td>
</tr>
<tr>
<td>First Name</td>
<td>Jane</td>
</tr>
<tr>
<td>Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Line of Credit Paydown</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>$ 1,000,000 (Amount must be in whole dollars)</td>
</tr>
<tr>
<td>Starting Balance</td>
<td>$ 15,235,000.00</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$ 14,235,000.00</td>
</tr>
</tbody>
</table>

Submit (Please verify the ending balance before hitting the submit)
REPORTS

Download a variety of daily and monthly Accounting, Collateral, Lending, Safekeeping and Wire Transfer reports here.

**DAILY REPORTS:**

**Accounting**
- Settlement Report
- Daily Current Balance(s)
- Summary of Current Balances
- Capital Stock Statement - Current Quarter
- Capital Stock Statement - Previous Quarter

**Lending**
- Adjustable Rate Change Report
- Advance Payments Due
- Detail Information on LOC Advances
- Detail Information on Term Advances
- Detail Information on Letters of Credit
- Detail Information on Total Borrowing Capacity
- General Activity Report

**Safekeeping**
- Safekeeping Activity - Intraday
- Safekeeping Activity - Projected
- Safekeeping Activity - Statement
- Safekeeping Statement of Holdings
- Positions with Pending Final Pay

**Wire Transfer**
- Wire Activity Report

**MONTHLY REPORTS:**

**Accounting**
- Monthly DDA and Overnight Deposit Statements
- Monthly DDA Service Charges

**Lending**
- Convertible Advance Market Value Analysis
- Advance Payments Due
- General Activity Report
- Detail Information on LOC Advances
- Detail Information on Term Advances
- Detail Information on Letters of Credit

**Safekeeping**
- Safekeeping Statement of Holdings
Printing Reports
Depending on your computer's settings, you may receive the following security warning.

![Security Warning]

Do you want to install and run "Microsoft SQL Server" signed on 2/10/2007 7:31 AM and distributed by:
Microsoft Corporation

Publisher authenticity verified by Microsoft Code Signing PCA

Caution: Microsoft Corporation asserts that this content is safe. You should only install/View this content if you trust Microsoft Corporation to make that assertion.

Always trust content from Microsoft Corporation

Yes  No  More Info

This security warning is legitimate. Please select Yes. Upon selecting Yes, Microsoft SQL Server will be installed on your computer, and you will not need to go through this process again.

If your IT department does not allow you to install programs as a local admin, you will get the following message after selecting Yes.

![Microsoft Internet Explorer]

Unable to load client print control.

OK

If you receive this message, please try the following troubleshooting solution.
1. Open Internet Explorer
2. Select Tools and then select Internet Options.
3. Select the Security Tab and click on the Trusted Sites icon.
5. Select OK.

If the solution above is unsuccessful, complete the following as a last alternative before contacting your IT department for assistance.
1. Open Internet Explorer
2. Select Tools and then select Internet Options.
3. Select the Security Tab and click on the Trusted Sites icon.
4. Select the Custom Level button.
5. Scroll down to Download Signed ActiveX Controls and select Enable.
6. Scroll down to Run ActiveX controls and plug-ins and select Enable.
7. Select OK.
REQUIRED DOCUMENTATION

This page lists required documents in Word and PDF versions for Credit Products and Services, Deposit, Wire and Safekeeping Services as well as Capital Stock.
REGULATION F

This page explains why Regulation F does not apply to Federal Home Loan Banks.

CAPITAL STOCK

Download FHLBank Topeka's capital plan and dividend calculator on this page.

MEMBER PRODUCTS AND SERVICES GUIDE

The Member Products and Services Guide is posted on Members Only and our public website. It provides guidelines for our products and services.
OTHER MEMBER SPECIFIC INFORMATION

Your link to documents reflecting your institution’s capital stock, lending and safekeeping activity. Some of the information located on this page includes dividend notifications, capital stock statements, advance confirmations, line of credit confirmations and safekeeping trade confirmations.
BUSINESS CONTINUITY PLAN

Read about FHLBank's commitment to its members during a business disruption or system failure through its disaster recovery planning efforts.

CONTACT FHLBANK

Find contact numbers for normal use and emergency use.
This section offers two models that help you devise a funding strategy. The page includes an amortizing and bullet model. If you have any questions about funding options, contact the Lending department.