

AHEAD Program documents will only be accepted if they are successfully uploaded to a workspace on the Bank's [secure portal](#). Before you can upload any documents, the Bank must create a workspace on the portal and portal users for that workspace must be designated and authenticated. Use the [Secure Portal Workspace Set-up Request](#) form to request a workspace for your AHEAD project(s).

Once a workspace has been created for your AHEAD application and portal users have been designated and authenticated, you may begin uploading documents to the workspace.

### When uploading documents to folders in a workspace, please note:

- Do not include personal identifying information on any documents. Please redact the first five digits of social security numbers or financial account numbers and the complete driver's license number or other identifying information. Do not include any medical records or information.
- Documents must be uploaded to the appropriate subfolder. Do not rename, move, or delete folders.
- Signed documents should be electronically scanned and uploaded as an Adobe Acrobat portable document file (PDF).
- Upload only a single file to each folder. Combine multiple documents into one PDF file as needed.
- Re-uploading files into folders will overwrite previously uploaded documents.
- If a document is rejected by the Bank, you will receive instructions for resubmission.

#### 1. Application Folder Contents

- Application
- Application Budget
- IRS Letter
- Board/Management Roster
- Portal User Agreement

Upload documents in **PDF format** to the appropriate folder. Combine multiple documents into one PDF file as needed.

2. Notify the Bank when you have finished uploading all required documents by sending an email to: [aheadportal@fhlsf.com](mailto:aheadportal@fhlsf.com).
3. You will be notified by email that the Bank has received your documents.

### Disbursement Workspaces

After a workspace has been created for an AHEAD application, portal users have been designated and authenticated, and an award has been announced, the Bank will create a folder for each project within the disbursement workspace.

#### *Disbursement Requests:*

1. When a project is awarded and the member is ready to request a disbursement, ask the Bank to confirm the creation of a disbursement folder within the project workspace by sending an email to [aheadportal@fhlsf.com](mailto:aheadportal@fhlsf.com) with the following information:
  - Award Year
  - Project Name
2. You will be notified by email when the Bank has confirmed creation of a disbursement folder for the project.
3. The disbursement folder will contain subfolders corresponding to the documents required for disbursement. Upload documents in **PDF format** to the appropriate subfolder. Upload only a single file to each folder (combine multiple documents into one PDF file as needed).
  - Program Agreement
  - Certification and Disbursement Request
  - Disbursement Budget
  - Backup Documentation (if applicable)
4. Notify the Bank when you have finished uploading all required documents by sending an email to: [aheadportal@fhlsf.com](mailto:aheadportal@fhlsf.com).
5. You will be notified by email that the Bank has received your documents.

### Compliance Workspaces

After a workspace has been created for an AHEAD project, portal users have been designated and authenticated, and a disbursement has been funded, the Bank will create a folder for each project within the compliance workspace.

#### *Compliance Documentation:*

6. When a project is funded and the member is ready to submit compliance documents, ask the Bank to confirm creation of a compliance folder within the project workspace by sending an email to [aheadportal@fhlsf.com](mailto:aheadportal@fhlsf.com) with the following information:
  - Award Year
  - Project Name
7. You will be notified by email when the Bank has confirmed creation of a compliance folder for the project.
8. The compliance folder will contain subfolders corresponding to the documents required for compliance. Upload documents in **PDF format** to the appropriate subfolder. Upload only a single file to each folder (combine multiple documents into one PDF file as needed).
  - Project Status Report
  - Compliance Budget
  - Backup Documentation
9. Notify the Bank when you have finished uploading all required documents by sending an email to: [aheadportal@fhlsf.com](mailto:aheadportal@fhlsf.com).
10. You will be notified by email that the Bank has received your documents.

For questions, please email [aheadportal@fhlsf.com](mailto:aheadportal@fhlsf.com) or call 415-616-2542